

Talbot County
Emergency Operations Plan
Basic Plan

FOREWORD

The residents of Talbot County face an array of hazards which can cause serious injuries, loss of life, enormous property damage, and widespread economic suffering. Many of the hazards which can threaten the County occur naturally, but man-made hazards are increasing rapidly in frequency and severity. In addition, development in some areas of the County has increased damage potential from both natural and man-made hazards. In a time when there are multiple demands on all government resources, it is essential that all agencies coordinate efforts to avoid, eliminate, or reduce hazards whenever possible and deal effectively with those emergencies that do occur.

This plan delineates the roles and responsibilities of local government and private agencies for the response and recovery phases of emergency activities.

This plan does not address every conceivable hazard or emergency that could occur in the County. The intent is to establish an organization and procedure which will have sufficient flexibility to meet any emergency condition promptly and effectively. The principal hazards identified have been specifically addressed because they have a combined probability and destruction potential higher than other possible emergencies.

HOW TO USE THE PLAN

The Basic Plan Sections I through X are for executive use by the principal executive offices of the County, heads of County agencies, and certain private agencies.

The annexes to the Basic Plan are for the use of agencies with operational responsibilities. Annexes are supported as necessary by agency Standard Operating Procedures (SOPs). Each agency should have an agency plan which includes the SOPs for agency assignments.

The County Council, County Manager, and each department/agency will have at least one copy of the complete County Plan and annexes. The agency personnel in charge of particular response operations need copies of agency plans and/or annexes in which they have responsibilities. Response personnel should be able to operate from the agency's SOPs without having to refer to the County Plan.

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DISTRIBUTION LIST

County Council	1
County Manager	1
County Attorney	1
Superintendent of Public Schools	1
Director of Public Works	1
Sheriff	1
County Health Officer	1
County Roads	1
Parks and Recreation	1
Red Cross	1
Maryland State Police	2
Easton Town Police	1
Oxford Town Police	1
St. Michaels Town Police	1
Talbot County Firemen's Association	1
MEMA	1
USDA Food and Agricultural Council	1
Chief Dispatcher	1
Talbot County Emergency Management Agency	2
State Emergency Medical Service	1
Social Services	1
Memorial Hospital	1
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CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)

Talbot County
Emergency Operations Plan
Basic Plan

I. PURPOSE

- A. Identify the emergency roles and responsibilities of County and local agencies for emergencies or major disasters – natural or man-made;
- B. Describe the policies and procedures for the response and recovery phases of emergency activities;
- C. Assign functional responsibilities to County and local agencies.

II. SITUATION

Talbot County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include hurricanes, floods, tornadoes, and even earthquakes. There is also the threat of a war-related incident, such as nuclear, biochemical or conventional attack. Other disaster situations could develop from a hazardous materials accident, major transportation accident, terrorism, or civil disorder. Additional detail is provided in the Talbot County Hazard/Vulnerability Analysis.

III. CONCEPT OF OPERATION

- A. Response
 - 1. Local government has the primary responsibility for emergency management activities.
 - 2. If necessary the President of the County Council may declare a Local State of Emergency and implement the Emergency Operations Plan.
 - 3. When the emergency exceeds the local government capability, assistance will be requested from the State.
 - 4. If the emergency is of such a magnitude that all needs cannot be met at once, operations shall be directed to protect the largest number of people.
 - 5. If necessary, the Emergency Operations Center (EOC) will be activated.

6. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.
7. It is the responsibility of each level of government authority (or each department/agency) to provide an emergency management program that meets the emergency needs of those who either have been or might be affected by an emergency or major disaster.

B. Recovery

1. After the emergency, there is a need to determine the extent of damage, obtain needed assistance, and restore service to critical and essential facilities.
2. Local government has the primary responsibility for determining the extent of damage and the impact of that damage. This information must be provided to the Maryland Emergency Management Agency (MEMA).
3. Damage to County facilities must be reported to the Talbot County Emergency Management Agency (TCEMA) as soon as possible.
4. Since local government does not have programs to provide significant emergency financial assistance to individuals, businesses and local government, the state will seek financial recovery assistance from the federal government.
5. Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. Examples of recovery actions are temporary housing, restoration of government services, and reconstruction of damaged areas.

IV. ORGANIZATIONAL RESPONSIBILITIES

A. General

1. Most departments/agencies of the County government have emergency functions in addition to their normal day-to-day duties, but these emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency procedures. Each organization providing response

personnel should include in its SOP the specific emergency authorities that may be assumed by a designated successor during emergency situations.

The SOPs should identify the circumstances under which the successor emergency authorities would become effective and when they would be terminated. Specific functions are listed under “Task Assignments” and overlap with those in each annex.

2. Responsibilities of those organizations that are not a part of local government are also listed.
3. Each County department/agency is responsible for assigning a fully empowered representative to the County Emergency Operations Center (EOC) when requested by the Director of the Talbot County Emergency Management Agency.

B. Responsibilities

1. President, Talbot County Council
 - a. The President of The Talbot County Council has the ultimate responsibility for direction and control over County activities related to emergencies and disasters.
 - b. He/she can declare a State of Emergency in the County, normally with the concurrence of the other members of the Council.
2. Emergency Management Agency
 - a. Coordinate all phases of emergency management.
 - b. Provide communications.
 - c. Provide public information and education.
 - d. Provide resource management.
 - e. Manage the EOC.
 - f. Provide comprehensive emergency management planning.
 - g. Train staff.
 - h. Coordinate warning.

- i. Coordinate aerial rescue support.
- j. Coordinate medical response support.
- 3. Law Enforcement (Sheriff, State/Local Police)
 - a. Maintain law and order.
 - b. Control traffic (include aerial monitoring)
 - c. Control restricted areas.
 - d. Protect vital installations.
 - e. Provide warning support.
 - f. Provide communications support.
 - g. Provide radiological monitoring support.
 - h. Provide liaison and coordination with other law enforcement groups.
 - i. Provide EOC support.
 - j. Provide aerial rescue support.
 - k. Assist in evacuation operations.
- 4. Fire Service
 - a. Control fire.
 - b. Conduct fire prevention inspections.
 - c. Operate fixed and mobile siren units.
 - d. Conduct search and rescue operations.
 - e. Assist in traffic control.
 - f. Conduct hazardous materials operations.
 - g. Provide emergency medical service.

- h. Provide communications support.
- i. Provide EOC support.
- j. Provide fire protection in reception centers and emergency shelters.

5. Public Works

- a. Provide EOC support.
- b. Provide damage assessment.
- c. Provide equipment as needed.
- d. Conduct debris and garbage removal.
- e. Coordinate street/road/bridge construction and maintenance.
- f. Coordinate fuel (petroleum) storage.
- g. Provide water/sewage (sanitary and storm) service.
- h. Inspect, designate, make arrangements for and demolish hazardous structures.
- i. Drain flooded areas.

6. Talbot County Health Department

- a. Investigate sanitation conditions.
- b. Inspect food and drinking supplies.
- c. Provide sanitation inspection and enforcement.
- d. Provide public health education.
- e. Provide EOC support.
- f. Provide emergency medical service support.
- g. Provide for the medical care of shelterees.
- h. Provide emergency medical and health supplies.

7. County Medical Examiner
 - a. Designate and supervise all temporary morgues.
 - b. Supervise the collection, identification and disposition of the dead.
 - c. Insure that the supplies, equipment, and resources necessary to deal with the deceased are available.
8. Talbot County Public Schools (Superintendent of Schools)
 - a. Provide public shelter and mass feeding in cooperation with the Social Services and the American Red Cross.
 - b. Provide school buses and drivers as required to transport evacuees, victims, and response personnel.
 - c. Provide damage assessment of public school property.
 - d. Provide protection of school children.
 - e. Provide EOC support.
9. County Attorney
 - a. Provide legal assistance in all comprehensive emergency management matters.
 - b. Assist with public information releases.
 - c. Assist with rumor control.
 - d. Provide EOC support.
10. USDA Food and Agricultural Council
 - a. Provide damage assessment.
 - b. Provide resource management.
 - c. Provide EOC support.
11. Planning and Zoning
 - a. Provide public information and education.

- b. Conduct resource inventories.
- c. Provide damage assessment support.
- d. Provide EOC support.

12. Red Cross

- a. Responsible for shelter operations in Talbot County.
- b. Responsible for providing for food in shelters.
- c. Provide welfare service (temporary housing, food, clothing, and household goods) in cooperation with Social Services.
- d. Provide damage assessment (individual need).
- e. Coordinate blood drives.
- f. Provide EOC support.

13. Road and Highway Departments

- a. County Roads
 - (1) Repair and restore County roads and bridges.
 - (2) Assist with traffic control (providing barricades, temporary signs, flares, etc.) and provide advice about detours and evacuation routes.
 - (3) Perform debris removal and disposal in coordination with the State Highway Administration and the municipal street department.
 - (4) Provide damage assessment for County roads and bridges.
 - (5) Provide support in draining flooded areas.
- b. State Highway Administration
 - (1) Repair and restore state roads and bridges.

- (2) Assist with traffic control (providing barricades, temporary signs, flares, etc.) and provide advice about detours and evacuation routes.
- (3) Perform debris removal and disposal in coordination with the County Roads Department and the municipal street department.
- (4) Provide damage assessment for state roads and bridges.
- (5) Provide support in draining flooded areas.

14. Public Information Officer

- a. Prepare and coordinate news releases to the media and the public.
- b. Serve as the official point of contact for the media during the emergency.
- c. Provide EOC support.

15. Social Services.

- a. Serves as the assisting agency to Red Cross in shelter operations
- b. Administer the Individual and Family Grant Program that accompanies a Presidential declaration.
- c. Provide emergency community welfare service.
- d. Provide welfare to special categories of persons, e.g. children, aged, and handicapped (including language).
- e. Conduct food stamp program for disaster victims.

16. Maryland Institute for Emergency Medical Services Systems (MIEMSS)

- a. Coordinate a statewide system of emergency medical services with private organizations and the federal, state, and local government agencies.
- b. Coordinate patient transportation to designated area wide and specialty centers as directed by the most appropriate local EMS authority.

17. Maryland Department of Environment (MDE)

- a. Will be the primary agency for radiological emergency incidents.
- b. Assess radiological conditions and direct protective actions for fixed nuclear facilities and transportation incidents.
- c. Provide guidance on procedures for decontamination and treatment of those contaminated by radiation.

V. DIRECTION AND CONTROL

A. The final responsibility for emergency management rests with the Talbot County Council. The council is responsible for all policy level decisions. During response operations, the members of the Council will be available to their constituents to handle non-routine problems.

B. The Director of Emergency Management has the responsibility for coordinating the entire emergency management program. The Director makes all routine decisions and advises the council on courses of action available for major decisions.

During emergency operations, the Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal agencies.

C. Specific persons and agencies are responsible for fulfilling their obligations as presented in the basic plan and individual annexes. Department heads will retain control over their employees and equipment. Each agency will be responsible for having its own standard operating procedures (SOPs) to be followed during response operations.

D. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large scale emergencies, the EOC will, in fact, become the seat of government for the duration of the emergency.

E. The local government will continue to exercise primary direction and control upon the arrival of state and/or federal forces.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession of the Talbot County Council in the event of an emergency or major disaster is as follows:
 - 1. President
 - 2. Vice-President
 - 3. Council Person
 - 4. Council Person
 - 5. Council Person
 - 6. County Manager
 - 7. Director of Emergency Management
- B. The line of succession of the Emergency Management Agency is as follows:
 - 1. Director
 - 2. Deputy Director
- C. The line of succession for each agency is established in the SOPs developed by each agency.
- D. To provide normal government operations after a disaster, vital records must be protected. These would include legal documents, as well as personal documents, such as property deeds and tax records. The principle causes of damage to records are fire and water. Each agency should protect essential records accordingly.

VII. ADMINISTRATION AND LOGISTICS

- A. Financial Administration
 - 1. Expenditures necessitated by emergencies will first be made by the use of funds regularly appropriated to local agencies. If the president of the council finds that these funds are inadequate to cope with a particular emergency, the County Council may make contingency funds available, as authorized in the budget.

2. All local agencies participating in response and recovery operations shall maintain records of time, supplies, and other resources expended in an emergency. Local agencies will forward costs to the Talbot County Emergency Management Agency upon request.
3. If private property is used by the County under a declared state of emergency, the owner shall be compensated for its use and for any damage.

B. Reports and Records

1. Required reports will be submitted to the appropriate authorities in accordance with individual annexes.
2. Records of expenditures and obligations in emergency operations must be maintained by each agency, employing its own bookkeeping procedure.
3. All agencies will make reports to the County EOC by the most practical means, normally by telephone if written copy is not needed.
4. Generally, financial reports and records shall be retained for not less than three years following audit. Retention times for certain other records and reports are identified in individual annexes.

C. Agreements and Understandings

Should local government resources prove to be inadequate during an emergency operation; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

D. Administrative Policies

1. All emergency assistance available shall be provided without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.
2. All emergency operations shall be conducted utilizing all practical means to protect the environment.

E. Logistics

1. The Emergency Management Agency shall develop and maintain resource information on the supplies, equipment, facilities, and skilled personnel available for emergency response and recovery.
2. The resource information shall indicate the procedure and contacts necessary to quickly obtain the resources to meet an emergency.
3. If necessary, resources will be allocated by priority need.

F. Use of County Employees during Emergencies

1. An appointing authority may assign any employee to perform related work even though the assigned duties are not precisely within the scope of the usual employment.
2. An appointing authority may assign any employee to perform emergency work at any place in the County and for periods of time other than the usual employment time.
3. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime or compensatory time in accordance with state laws, regulations, and procedures.
4. When the County Council authorizes aid to another County in an emergency, under the terms of a mutual aid agreement, restrictions on out-of-County truck use shall be suspended for those County employees providing the aid.

G. Donations and Volunteers

When the occasion demands, the President of the County Council, or in his stead, the Emergency Management Director, will appoint a person or agency to organize, manage, coordinate and channel the donations and services of individual citizens and volunteer groups during emergency situations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Talbot County Emergency Management Agency has the overall responsibility for emergency planning.

- B. All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth in "Organization and Assignment of Responsibilities."
- C. The Director, Talbot County Emergency Management Agency, will maintain, update, and distribute this plan as required. Responsible officials in local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources.
- D. The Council will be responsible for ensuring that an annual review of this plan is conducted by all officials involved. The director will coordinate all review and revision efforts.
- E. This plan applies to all local agencies, boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.
- F. For training purposes and exercises, the Director may activate this plan as he/she deems necessary to insure a readiness of local agencies. The director shall update this plan based on the deficiencies identified.
- G. This plan shall be effective upon approval and promulgation by the Talbot County Council.

IX. AUTHORITIES AND REFERENCES.

- A. Statutory Limitations
 - 1. Pursuant to Section 6 (a), Article 16A, Annotated Code of Maryland, (State Emergency Management and Civil Defense Act, 1 July 1981), the Governor may delegate such power as he may see fit for emergency management and civil defense to the Secretary, Department of Public Safety and Correctional Services (DPSC) or the Director of MEMA. This delegation of authority is effective for planning immediately and pursuant to Section 6B for execution only upon a declaration of a state of emergency by the Governor. This does not include the authority to obligate or commit funds other than those appropriated to MEMA or those made available for emergency or disaster functions.
 - 2. At the state level, a state of emergency shall be declared only by executive order or proclamation of the Governor. When declared by the Governor, a state of emergency may continue for no longer than 30 days unless renewed by him. The General Assembly, by joint resolution, may terminate a state of emergency at any time. In any event, the Governor shall issue an executive order or proclamation to terminate the state of emergency.

3. A local state of emergency may be declared only by the principle Executive Officer of a political subdivision. Such declarations may not be continued or renewed for a period on excess of seven days except by or with the consent of the governing body of the political subdivision.
4. Each local government shall establish a local organization for emergency management in accordance with the state emergency management plan and programs. Each local organization shall participate in federal programs for emergency management. The Governor, through the Director, MEMA will coordinate the preparations of plans and programs for civil defense and disaster operations by these political subdivisions.

B. Legal Authority

1. Federal

- a. Federal Civil Defense Act of 1980, Pub. L. 81-920 as amended.
- b. Disaster Relief Act of 1974, Pub. L. 93-288 as amended.
- c. Emergency Management and Assistance 44 U.S. Code 2.1 (October 1, 1980).

2. State

State Emergency Management and Civil Defense Laws, Article 16A.

3. County

Talbot County Emergency Management Ordinance.

C. References

1. Guide for Development of State and Local Emergency Operations Plans – Interim Guidance, CPG 1-8, October 1985.
2. Guide for the Review of State and Local Emergency Operations Plans – Interim Guidance, CPG 1-8A, October 1985.
3. Federal Assistance Handbook: Emergency Management Direction and Control Programs, CPG 1-3 (Revised), January 1984.
4. Emergency Operating Centers Handbook, CPG 1-20, May 1984.

X. DEFINITIONS AND ACRONYMS

A. Definitions

1. Annexes – Provide information regarding policies, responsibilities, and procedures about response and recovery activities associated with a given functional area.
2. Basic Plan – Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency management.
3. Declaration of Emergency – The formal announcement by the executive head of government that a situation exists that requires extraordinary effort or procedures to counteract and overcome. It may apply to the whole jurisdiction or to any part thereof. It may suspend or modify local laws or procedures to the extent that local law permits. It has the force and effect of law. If the disaster assistance plan of the jurisdiction concerned has not previously been activated, the Declaration of Emergency will include such activation.
4. Direction and Control – Resources under direction and control shall perform all tasks in the manner prescribed by the authority exercising such direction and control.
5. Director – Director of the Talbot County Emergency Management Agency.
6. Disaster Assistance Center – (DAC) – The location of federal, state, Local, and disaster relief organization representatives, usually in a community support building such as a school, for the purpose of assisting disaster victims in obtaining the disaster relief to which they are entitled. The location of the center and its hours of operation will be publicized widely in the local media at the time of establishment.
7. Disaster Field Office (DFO) – An office established by either the SCO or FCO or both, usually at a central location within the disaster area from which to coordinate the State and Federal relief effort. Under a Presidentially declared Emergency or Major Disaster, the responsibility to operate and maintain the Disaster Field Office is that of the FCO.
8. Disaster Preparedness – Identification of and measures taken to minimize the probability or severity of disasters and the preparation for carrying out all emergency functions, other than functions for which military forces are primarily responsible, to save lives and minimize and repair injury and damage resulting from disaster.

9. Disasters – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, land slide, mud slide, snowstorm, drought, fire, explosion, or other catastrophe which results in severe or widespread damage to property, hardship, suffering or possible loss of life.
10. Emergency – Any disaster which requires emergency government assistance to save lives, to protect property, public health and safety, or to avert or lessen the threat of a major disaster.
11. Emergency Operations Center (EOC) – A facility located in a disaster affected state or County within which key officials exercise direction and control over emergency disaster operations.
12. EOC Support – Relocation of a responsible representative from an agency to the EOC, when activated, for the duration of the emergency.
13. Emergency Support Team – Federal personnel designated by the FCO and deployed in a declared major disaster area to assist the FCO in carrying out his responsibilities. They may be assigned to local governments in an assistance and advisory capacity.
14. Federal Coordinating Officer (FCO) – The person designated by the Director, Federal Emergency Management Agency, to coordinate federal assistance in a declared emergency or major disaster.
15. General Support – Within their capabilities, resources in general support shall provide all practicable assistance to the supported government or agency, but they shall remain under the direction and control of the present agency.
16. Local Coordinating Officer (LCO) – The person designated by the local government to coordinate assistance within its jurisdiction in an emergency. He will usually be designated by the local government as the Applicant's Agent for submissions for requests through the state for federal disaster assistance. During an emergency in which the federal government is not participating, he will be responsible for establishing and operating disaster assistance centers within his jurisdiction as may be necessary.
17. Local Government – In the context of this plan, the government of the County.
18. Major Disaster – Any disaster in any part of the state which, in the determination of the Governor, causes damage of sufficient severity and magnitude to warrant a request for assistance from the federal

government, above and beyond emergency efforts and available resources of the state and local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering, and is so proclaimed by the President in response to such request.

19. Public Facility – Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, and water supply an distribution system, watershed development or airport facility, any non-federal aid street, road, or highway, any other public building, structure or system, including those used for educational or recreational purposes, and any public park.
20. State Coordinating Officer (SCO) – The person designated by the Governor to coordinate and supervise the State and local government disaster relief effort. He is responsible for providing information, advice, and assistance to local governments making application for federal disaster assistance as a first point of contact. He is also the authorized representative of the state for cooperation with the FCO on all federal relief in the state. The SCO is the Director of MEMA.

B. Acronyms

- | | | |
|-----|------|---|
| 1. | DAC | Disaster Application Center |
| 2. | DFO | Disaster Field Office |
| 3. | DPSC | Department of Public Safety & Correctional Services |
| 4. | DPW | Department of Public Works (Talbot) |
| 5. | DRC | Division of Radiation Control |
| 6. | DSR | Damage Survey Report |
| 7. | EBS | Emergency Broadcast System |
| 8. | EMS | Emergency Medical Services |
| 9. | EOC | Emergency Operations Center |
| 10. | FEMA | Federal Emergency Management Agency |
| 11. | MD | State of Maryland |

12.	MEMA	Maryland Emergency Management Agency
13.	MIEMSS	Maryland Institute for Emergency Medical Services Systems
14.	MSP	Maryland State Police
15.	NAWAS	National Warning System
16.	NRP	National Resources Police
17.	NWS	National Weather Service
18.	PDA	Preliminary Damage Assessment
19.	PIO	Public Information Office
20.	RACES	Radio Amateur Civil Emergency Service
21.	SAR	Search & Rescue
22.	SBA	Small Business Administration
23.	SFM	State Fire Marshall
24.	SITREP	Situation Report
25.	SMCC	Shelter and Mass Care Center
26.	SOP	Standard Operating Procedure
27.	SYSCOM	Maryland Statewide Emergency Medical Service Communications
28.	TCEMA	Talbot County Emergency Management Agency
29.	TCHD	Talbot County Health Department

TALBOT COUNTY
EMERGENCY OPERATIONS PLAN
ANNEX A – ALERT AND WARNING

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* See Notification List in the Basic Plan – Appendix A

TALBOT COUNTY
EMERGENCY OPERATIONS PLAN
ANNEX A – ALERT AND WARNING

I. PURPOSE

This annex is developed to provide for the capability to warn the citizens of Talbot County of any highly probably and immediate danger.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The need to warn the general public is common to all hazards.
2. Hazards vary markedly in predictability and speed of onset; therefore, time available for warning may vary from ample to none.

B. Assumptions

Timely warning in a major disaster or an emergency is an important key in saving lives, preventing injury, reducing property loss, and mitigating the suffering of the general public.

III. CONCEPT OF OPERATIONS

A. General

The concept of warning typically includes activation of the emergency management organization, i.e., notifying organizations and individuals with emergency management responsibilities, and communicating with the general public to ensure that they are aware of a dangerous situation. There are clearly substantial overlaps in the functions of Direction and Control, Communications, Warning, and Emergency Public Information. This plan focuses on notifying the general public, frequently through organizations such as schools and employers of an immediate threat to their safety. The alerting of local officials and of local organizations and individuals having emergency management responsibilities is covered in the Direction and Control Annex, especially the EOC-SOP (Emergency Operations Center-Standard Operating Procedure).

When designated authorities (see "Direction and Control" below) determine that it is necessary to warn the people of a threat to public safety, a strategy appropriate to the situation will be developed and immediately implemented. The strategy

will involve the use of as many implemented. This strategy will involve the use of as many of the facilities and techniques given in Paragraph D as necessary to ensure complete coverage of the affected area. The strategy will also be affected by the source and credibility of the report of the threat. Sources of information are covered in Paragraph C.

B. Direction and Control

1. When time permits, e.g., in slowly developing disasters (such as hurricanes), the decision to disseminate warning will be made by the appropriate emergency management personnel. The Director of Emergency Management is the individual responsible for implementation. The Talbot County Council is the ultimate authority in major emergency and disaster situations.
2. In some situations, warning may be initiated by field personnel. Any situation requiring a substantial number of private citizens to be warned will be reported to the emergency management office in sufficient detail to permit them to evaluate the action that has been taken.
3. Fire and law enforcement officials are authorized to carry out area, community, etc., warning and evacuation on their own in fast developing emergency situations (e.g. Hazardous Materials Incidents) in accordance with SOPs.

C. Information Sources

Reports of situations that may endanger the public come from a variety of sources, including private citizens, responding emergency services personnel, Nation Warning System (NAWAS), National Weather Service, major news wire services, government agencies, industries, and utilities.

D. Dissemination of Warning

Depending on the characteristics of the hazard and the size and population of the area threatened, one or more of the following systems and techniques will be used to warn the public.

- Outdoor warning system
- Sirens and/or public address systems or police and fire department vehicles

- Mass media, radio and television, through the Emergency Alerting System (EAS)
- Door-to-door sweeps by emergency service personnel
- Tone alert radio receivers in select schools and child care centers
- Telephone fan-out to schools, major employers, hospitals, nursing homes, day care centers, etc.

E. Warning of Special Populations

1. Hearing Impaired

- a. Warnings for the hearing impaired will disseminated via cable crawlers.
- b. The public will be asked in regular broadcasts to assist with the alerting and warning of neighbors, friends, and relatives who are hearing impaired.

2. Non-English Speaking

Talbot County has a limited population of non or limited English speaking residents. Friends, neighbors, English speaking relatives and civic/service organizations will be asked to assist with the alerting and warning of this population.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

- 1. The organization for warning in Talbot County is the Emergency Management Agency.
- 2. Talbot Center is the County's 24-hour communications (9-1-1) center and warning receiving point. Equipment for activating the warning system is also located in this center.

B. Responsibilities

- 1. Warning is a function of the Talbot County Emergency Management Agency.

2. The Talbot County Sheriff's Department in cooperation with the local Maryland State Police Barrack Commander will coordinate the County-wide system for using siren/public address equipped police and fire service vehicles for warning the public outside the range of fixed sirens and as a backup system for the siren system. Points where sirens will be sounded and areas covered are shown on the map in Tab B to this annex.
3. On instructions from the Director of Emergency Management, Talbot Center (9-1-1) will activate the warning siren system.
4. On instructions from the Director of Emergency Management, the Sheriff, in cooperation with MSP will implement the mobile warning system.
5. On instructions from the Director of Emergency Management, The PIO will prepare the appropriate warning messages to be transmitted by radio and TV stations in accordance with the Talbot County EAS plan on file at the EOC.

V. ADMINISTRATION AND LOGISTICS

Fixed Sirens

Maintenance of the system of sirens in Talbot County is performed by the volunteer fire departments. A listing for the locations of these sirens is provided in Tab A of this annex.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This annex is developed and maintained by the Talbot County Emergency Management Agency. All organizations with emergency management functions will develop and maintain procedures for performance in accordance with the responsibilities assigned.

VII. REFERENCES

Objectives for Local Emergency Management, CPG 1-5, July 1984
Principles of Warning and Criteria Governing Eligibility of National Warning Systems (NAWAS) Terminals, CPG 1-14, November 1981

National Warning System (NAWAS) Operations Manual, CPG 1-16, November 1980

Guide for Development of State and Local Emergency Operations Plans Interim Guidance, CPG 1-8, October 1985

VIII. DEFINITIONS OF TERMS

- Emergency Alerting System (EAS)

Broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency as provided by the Emergency Alerting System Plan. At the local level, only the President of the County Council, the County Manager, and the Emergency Management Director are authorized to activate the EAS.

- National Warning System (NAWAS)

A nationwide dedicated voice network that provides the American population with information of an impending attack upon the United States. It is also used extensively in natural and man-made disasters. Federal, state, and local users disseminate the warning information to the population by various local systems.

- Sirens - Attack

A three (3) minute wavering (warbling in pitch) tone on sirens, or a series of short blasts on horns or other devices. This signal shall mean that an actual attack against the United States has been detected and that protective action should be taken immediately. The attack signal shall be repeated as deemed necessary by local authorities to obtain the required response by the population. This signal will also be used for accidental missile launch warnings.

- Sirens – Warning

A three (3) minute steady signal from sirens, horns, or other devices. This signal will be used as authorized to alert the public to peacetime emergencies. The warning signal shall mean to all persons in Talbot County to "Turn on their radios and televisions to listen for essential emergency information".

FIXED SIREN LOCATION SITES

<p>Station 20 – Oxford</p> <p>Rt. 333 – at the Firehouse Tilghman Street – at the Water Tower Morris & market Streets – Town Office Bldg.</p>
<p>Station 30 – Trappe</p> <p>Powell Ave. – at the Firehouse North end of Main Street near intersection of Rt. 565 and Old Trappe Road South end of Main Street – at the traffic light</p>
<p>Station 40 – St. Michaels</p> <p>Willow Street at the Firehouse Between Railroad Avenue and North Street Talbot Street and Seymour Avenue.</p>
<p>Station 50 – Cordova</p> <p>Kitty Corner Road at the Firehouse Rt. 309 at Allen Family Foods</p>
<p>Station 60 – Easton</p> <p>Harrison Drive behind Nationwide Insurance Ocean Gateway behind Burger King Ocean Gateway at Lomax street, behind McDonalds Creamery Lane at the Firehouse Maryland Avenue near Meintzer Oil</p>
<p>Station 70 – Tilghman</p> <p>Main and Elmer Streets at the Firehouse Main Street at Tilghman Hardware Rt. 33 at Harrison Oyster Co. – not in use.</p>
<p>Station 80 – Queen Anne/Hillsboro</p> <p>First Street at the Firehouse Rt. 303 near Chaires Brothers Alt. 404 at Hillsboro</p>

INSERT TAB B MOBILE & FIXED SIREN COVERAGE

WARNING OF UNAUTHORIZED OR ACCIDENTAL LAUNCH OF A NUCLEAR WEAPON

I. PURPOSE

This appendix covers procedures for warning, specifically applicable to accidental launch of a nuclear weapon.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A major powers agreement exist for the purpose of reducing the risk of nuclear war because of an accidental, unauthorized, or any other unexplained incident involving a possible detonation of a nuclear weapon.
2. In the highly unlikely event of such an incident – for example, . an accidental missile launch, which could threaten the United States with a possible nuclear detonation, warning would be disseminated over the National Warning System (NAWAS).

B. Assumptions

1. The time available to warn the public of danger from the accidental launch of a nuclear weapon would be very short, probably a matter of minutes, in the area threatened by the impact of the weapon.
2. More time would be available to warn the public outside the projected impact area.

III. CONCEPT OF OPERATIONS

The concept of operations for this contingency is summarized in Tab A to this appendix.

IV. ORGANIZATION AND RESPONSIBILITIES

The Talbot County Emergency Management Agency will develop and maintain a procedure for the warning point staff covering this contingency. This procedure is provided in Tab B to this appendix.

V. REFERENCES

Federal Emergency Management Agency, Disaster Operations – A Handbook for Local Government, CPG 1-06, 1981.

NAWAS MESSAGE	JURISDICTIONS INSIDE THE THREATENED AREA	WITHIN ABOUT 500 MILES OF THREATENED AREA	ELSEWHERE IN THE U.S.
INITIAL WARNING OF ACCIDENTAL LAUNCH	<ul style="list-style-type: none"> -Warn citizens to take cover <u>immediately</u>. -Activate EOC and secure phone line(s) to broadcast station(s) 	<p>All U.S. Jurisdictions:</p> <ul style="list-style-type: none"> -Activate EOC and secure phone line(s) to broadcast station(s) -Advise citizens to take no protective actions but to stand by for further instructions 	
NUCLEAR DETONATION (NUDET) HAS OCCURRED (minutes after initial warning)	<ul style="list-style-type: none"> -Citizens remain under cover -Conduct emergency operations as feasible 	<ul style="list-style-type: none"> -Advise citizens to prepare promptly to protect themselves from fallout (if NUDET proves to have been a surface burst) -Mobilize RADEF Sys. -Prepare to provide support to impact area if requested by state 	<ul style="list-style-type: none"> -All areas provide Emergency Public Information (EPI) -Areas of possible low level fallout threat mobilize RADEF sys., and prepare to take countermeasures
IMPACT CCURRED without NUDET (minutes after initial warning)	<ul style="list-style-type: none"> -Advise citizens to remain under cover until further notice. -Seek assistance through state to determine if a hazard exists from weapon material 	<ul style="list-style-type: none"> -Advise citizens that fallout protection will not be required -Phase down EOC staffing as instructed by the state. 	<ul style="list-style-type: none"> -Advise citizens that no NUDET occurred & there will not be any fallout threat anywhere
NUDET IDENTIFIED AS AIR BURST (no fallout resulted). (This information may be received from the state or region, one to several hrs. after initial warning.)	<ul style="list-style-type: none"> -Citizens remain under cover -Conduct emergency operations as feasible 	<ul style="list-style-type: none"> -Advise citizens to suspend actions to protect themselves from fallout -Provide support for impact area, if requested by state. 	<ul style="list-style-type: none"> -Advise citizens there will be no fallout threat anywhere

PROCEDURES UPON WARNING OF UNAUTHORIZED OR ACCIDENTAL LAUNCH OF A NUCLEAR WEAPON

I. PURPOSE

This tab to Annex A establishes procedures for the Talbot County Emergency Management staff in case NAWAS warning is received of an accidental, unauthorized, or any other unexplained incident involving a possible detonation of a nuclear weapon anywhere in the United States. Procedures below are for an accidental missile launch and will be modified as necessary for other emergencies involving a possible nuclear weapon detonation.

II. PROCEDURES

A. Threat to Talbot County

If NAWAS warning is received of an accidental missile launch (or any other unauthorized or unexplained incident involving possible detonation of a nuclear weapon) which threatens Talbot County, the Talbot County Warning Point Operator will IMMEDIATELY:

1. Sound the Attack Warning signal on all fixed sirens and instruct police vehicles to augment fixed siren coverage.
2. Call Station WCEI (410-822-3301 or 410-822-6397) and instruct them to broadcast the emergency public instructions below immediately, repeating the message until instructed otherwise. Also, keep open the telephone line to WCEI. The emergency public instructions are:

"WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT AN ACCIDENTAL MISSILE LAUNCH THREATENS THIS AREA AT (LOCAL TIME). A NUCLEAR EXPLOSION COULD OCCUR. TAKE COVER IMMEDIATELY – BY LYING DOWN IN A BASEMENT, OR IN THE CENTRAL PART OF A BUILDING, OUT OF LINE OF FLYING GLASS."

(Note: The above emergency public instructions should also be prepositioned with broadcast station(s) serving the area and should be kept at the local warning point.)

3. Alert key officials. (See Tab C)

B. Threat Anywhere in the United States

If NAWAS warning is received that an accidental missile launch or other incident threatens some part of the U.S., NOT in the Talbot County area, IMMEDIATELY:

1. Call Station WCEI (410-822-3301 or 410-822-6397) and instruct them to broadcast the emergency public instructions below. Also, keep open the telephone line to WCEI.

"WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT (CITY/STATE IS THREATENED BY AN ACCIDENTAL MISSILE LAUNCH. YOU NEED NOT TAKE COVER OR TAKE OTHER PROTECTIVE ACTIONS AT THIS TIME. WE WILL PROVIDE YOU WITH ADDITIONAL INFORMATION AND ADVICE AS SOON AS IT IS MADE AVAILABLE. STAY TUNED TO THIS STATION FOR FURTHER INSTRUCTIONS."

(Note: The public instructions should be prepositioned with broadcast station(s), also kept at the warning point.)

2. Alert key officials. (see Tab C).

C. FALLOUT EXPECTED IN TALBOT COUNTY

1. Fallout expected in Talbot County (within one hour)

If NAWAS warning is received that a nuclear detonation has occurred and that fallout can be expected in Talbot County "WITHIN ONE HOUR":

- a. Sound Attack Warning per A.2. above.
- b. Instruct station WCEI (telephone line should still be open) to broadcast the emergency public instructions below IMMEDIATELY, repeating the message until instructed otherwise. Also, keep open the telephone line to WCEI.

"WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT AN ACCIDENTALLY LAUCHED NUCLEAR WEAPON EXPOLDED IN (CITY/STATE) AT (LOCAL TIME). THE NUCLEAR EXPLOSION MAY HAVE PRODUCED DANGEROUS RADIOACTIVE FALLOUT. FALLOUT MAY ARRIVE HERE BY (LOCAL TIME). IF FALLOUT DOES ARRIVE, YOU WILL NEED PROTECTION TO AVOID DEATH OR SERIOUS RADIATION SICKNESS. DO NOT USE THE TELEPHONE. LISTEN CAREFULLY TO THE LIFESAVING INSTRUCTIONS WE WILL NOW BROADCAST. WE WILL KEEP REPEATING THESE

**INSTRUCTIONS. TAKE THE FOLLOWING ACTIONS
IMMEDIATELY TO PROTECT YOUR SELF IN CASE FALLOUT
ARRIVES HERE":**

- (1) "LOCATE THE BEST FALLOUT PROTECTION AVAILABLE
THAT YOU CAN REACH IN 20-30 MINUTES OR LESS."**
- (2) "IF YOU ARE AT HOME AND YOUR HOUSE HAS A
BASEMENT, THE BASEMENT PROVIDES FAIR TO GOOD
FALLOUT PROTECTION. NOW TAKE THESE ACTIONS TO
MAKE THE PROTECTION BETTER":**
 - (a) "Put a workbench or large, sturdy table in the corner of the
basement that is farthest below ground (and father from an
exposed outside wall of the basement, if there is one)."**
 - (b) "Then put boxes or dresser drawers filled with earth on top
of the table and on the two exposed sides. Bricks or other
heavy materials can also be used. On the table, pile as much
heavy material as it will hold without collapsing."**
 - (c) "Around the table, place as much shielding material as
possible."**
- (3) "IF YOU ARE AT HOME AND YOUR HOUSE DOES NOT
HAVE A BASEMENT, YOU HAVE THREE CHOICES":**
 - (a) "Prepare to go to a nearby large building that has a
basement; or"**
 - (b) "See if you have a neighbor whose house has a basement
who is willing to share his basement with you and your
family for 1-2 weeks; or"**
 - (c) "Prepare a fallout shelter in your house."**
- (4) "IF YOU DO NOT HAVE A BASEMENT AND YOU DECIDE
TO STAY HOME, IT IS ESSENTIAL TO PREPARE A
FALLOUT SHELTER IN THE MIDDLE OF YOUR HOUSE."**
 - (a) "Do this by selecting a place in the center of the house, away
from windows and doors, and putting a large sturdy table
there."**

- (b) **"Then put boxes or dresser drawers filled with earth or other heavy radiation shielding materials on top of the table and on all four sides around it. On the table, pile as much heavy shielding materials as it will hold without collapsing."**
 - (c) **"Around the table, place as much shielding material as possible."**
- (5) **"RAPIDLY GATHER SUPPLIES YOU WILL NEED TO STAY IN THE SHELTER FOR ONE TO TWO WEEKS. SUPPLIES SHOULD INCLUDE":**
 - (a) **"As much drinkable liquids, (water, fruit or vegetable juices) and ready-to-eat food as you can carry to the shelter area at home or elsewhere. Water is more important than food."**
 - (b) **"A battery-powered radio, flashlight, extra batteries for each, and paper and pencil for taking notes on information given over the radio."**
 - (c) **"Special medicines or food required by members of your family such as insulin, heart medications, diabetic supplies and food, baby food and formula."**
 - (d) **"A blanket for each family member."**
 - (e) **"A metal container with a tight-fitting lid to use as an emergency toilet container, toilet paper, soap, washcloths and towels, a pail or basin, and sanitary napkins."**
- (6) **"REMEMBER THAT FALLOUT MAY ARRIVE HERE BY (LOCAL TIME). KEEP LISTENING TO THIS STATION FOR INFORMATION ONE WHETHER FALLOUT HAS STARTED TO ARRIVE. TAKE ACTIONS FOR FALLOUT PROTECTION WITHOUT DELAY."**
- (7) **"IF FALLOUT DOES ARRIVE HERE, YOU MAY NEED TO STAY IN YOUR SHELTER FOR 1-2 WEEKS. LISTEN TO THIS STATION FOR EMERGENCY INSTRUCTIONS ON WHEN YOU CAN LEAVE YOUR SHELTER."**

(Note: The public instructions will be prepositioned with broadcast station(s) and also kept at the warning point.

- c. Continue alerting key officials (not already reached per Tab C.)
2. Fallout in Talbot County (Not expected within 1 hour)

If NAWAS warning is received that a nuclear detonation has occurred, but fallout is NOT expected in the Talbot County area within 1 hour:

- a. Continue alerting key officials (not already reached) per Tab C.
- b. Instruct station WCEI (telephone line should still be open) that they are to continue broadcasting the public instructions in 1.b. above. Also, keep open the telephone line to WCEI.

(Note: Depending on local circumstances – such as how much time is estimated to be needed to contact the Council President, County Manager, the Director of Emergency Management and/or the Radiological Protection Officer. (It may be considered desirable to assign additional SOP type duties to the local warning point operators. If so, the following is suggested as point of departure for local warning point instructions.)

- (1) If the NAWAS warning places the nuclear detonation within 500 miles of Talbot County AND if the Council President, County Manager, the Director of Emergency Management, or the Radiological Protection Officer does NOT instruct otherwise within 30 minutes of the time of the nuclear detonation, instruct station WCEI (telephone line should still be open) to broadcast emergency Public instructions in C.1.b. above.
 - (2) It should be remembered that in the highly unlikely event that an accidental launch – with a nuclear detonation – ever occurred, it would undoubtedly occur with no warning, and the Council President, County Manager, the Director of Emergency Management, or the Radiological Officer might be difficult to locate. The foregoing instructions for the warning point operator provide a "fail-safe" approach. If the operator is not instructed otherwise within half an hour of the time of the NUDET, instructions will be broadcast to the public to start preparing for fallout protection.
3. Accidentally-launched weapon impacted WITHOUT nuclear detonation:

If a NAWAS message is received that the accidentally launched weapon has impacted WITHOUT causing a nuclear detonation:

a. In Talbot County area:

Instruct station WCEI (telephone line should still be open) to broadcast the following IMMEDIATELY, if the impact was in the Talbot County area:

"THE ACCIDENTALLY LAUNCHED MISSILE HAS IMPACTED IN THIS AREA. A NUCLEAR EXPLOSION DID NOT – REPEAT DID NOT OCCUR. HOWEVER, IT IS POSSIBLE THAT SOME DANGER MAY EXIST FROM MATERIALS INCLUDED IN A NUCLEAR WEAPON. THEREFORE, YOU MUST REMAIN UNDER COVER UNTIL FURTHER NOTICE. THIS MAY BE FOR A NUMBER OF HOURS. KEEP LISTENING TO THIS STATION FOR FURTHER CIVIL DEFENSE INSTRUCTIONS."

b. Outside Talbot County Area

Instruct station WCEI to broadcast the following IMMEDIATELY, if the impact was NOT in the Talbot County Area:

"WE HAVE BEEN NOTIFIED BY THE NATIONAL WARNING CENTER THAT THE ACCIDENTALLY LAUNCHED MISSILE IMPACTED IN (CITY/STATE) AT (LOCAL TIME). A NUCLEAR EXPLOSION DID NOT – REPEAT – DID NOT OCCUR. YOU NEED NOT TAKE COVER OR TAKE OTHER PROTECTIVE ACTION. MORE INFORMATION WILL BE PROVIDED ON REGULAR NEWS BROADCASTS."

EMERGENCY ALERTING SYSTEM

I. GENERAL

The Emergency Alerting System (EAS) serves as a means for alerting and warning the population at risk as well as a means for disseminating emergency information.

II. DESCRIPTION

The local area EAS incorporates Caroline, Kent, Queen Anne's and Talbot counties. The Common Program Control Station (CPCS-1) is radio station WCEI at Easton (410-822-3301).

III. ACTIVATION AND AUTHENTICATION INSTRUCTIONS

The procedures for activating the local area Emergency Alerting System are specified below. A copy is kept on file in the EOC.

The broadcast station must post the authentication list at the operating position of employees responsible for authenticating local requests for activation of local EAS from authorized local officials.

Authenticator List – Effective July 1, 1991
Authenticator word for emergency – Emergency
Authenticator word for test – Test

A. Side I – Activating Officials

1. Contact WCEI, Easton – 410-822-3301/6397
2. Identify – Name, title, call back info, authenticator word.
3. Request activation of local EAS.
4. Work out broadcast details
5. Describe emergency
6. Keep line open if appropriate.
7. Request termination when appropriate.

B. Side II – Broadcast Station (WCEI)

1. Interrupt regular programming.
2. Discuss emergency message and record.
3. Broadcast EBS activation announcement.
4. Transmit the attention signal.
5. Broadcast emergency program material.
6. Record in operating log.
7. Broadcast EAS termination.
8. File report to FCC.

Talbot County
Emergency Operations Plan
Annex B
Communications
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Appendix B Radio Amateur Civil Emergency

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Talbot County
Emergency Operations Plan
Annex B
Communications

I. PURPOSE

This annex provides for communications capability during emergency situations when the Emergency Operations Center (EOC) has been activated.

II. SITUATION AND ASSUPMTIONS

A. Situation

1. Fire, rescue, and local police communications in conjunction with the 9-1-1 system are co-located at the EOC.
2. County departments/agencies which have an operational radio net can manage their nets from the EOC.
3. The primary means of communication will be the telephone, but radio must be available in the event of a telephone outage.

B. Assumptions

1. Base stations not located in the EOC which are a part of the County's communications system will remain operational during the emergency.
2. All or part of the telephone system will be disrupted during a major disaster.

III. CONCEPT OF OPERATIONS

Extensive communications networks and facilities exist and operate throughout Talbot County. For the communications vital to disaster assistance operations, maximum reliance must be replaced upon existing systems, primarily telephone and in-place radio networks. Available supplemental systems will be used and others will be sought, including:

- A. Mobile or hand carried radios.
- B. Radio Amateur Civil Emergency Stations (RACES)
- C. Citizens Band Radio (CB).
- D. In some instances radios may be borrowed from other jurisdictions which can be integrated into a local net.

During an emergency information will enter and leave the EOC via telephone, facsimile, EIS, or radio. An inventory list of available radio equipment is maintained in the EOC. Radios connecting the EOC to the police, fire stations, and county and City governments are located in the EOC. A radio link is maintained to the Maryland Emergency Management Agency (MEMA). See Appendix A.

All available local government units with mobile communications capabilities will provide back-up communications for disaster assistance.

The existing radio system will be used during emergencies augmented by personnel and equipment from the Talbot County Radio Amateur Civil Emergency Services (RACES). See Appendix B.

During the early stages of a developing situation, when the EOC is activated or whenever shelters are opened, the Situation Report form (SITREP) will be used to transmit information to MEMA by radio, facsimile, EIS, or telephone. Information will be transmitted by indicating the paragraph number followed by the appropriate information. SITREPs will terminate when (1) the emergency situation no longer exists, (2) the EOC is no longer activated, or (3) local preliminary damage assessment activities are in progress. The use of the method to communicate with MEMA will expedite their information gathering and will assure them of getting at least the minimum of essential facts.

IV. ORGANIZATIONAL RESPONSIBILITIES

A. Organization

The organization for emergency communications is the same within the emergency response and support organizations during emergencies as it is during normal day-to-day representatives in the EOC. See Appendix A.

The RACES group will operate net control from the EOC and provide mobile and/or portable units in the field to support emergency operations upon request.

B. Responsibilities

1. Director of Emergency Management

The Director is responsible for and has control of the EOC, the EOC staff, and communications volunteers. Also, he makes certain that accurate records are kept regarding information leaving and arriving at the EOC.

2. Communications Officer

The Communications Officer, under the direction of the Director of Emergency Management will:

- a. Be responsible for supervising all activities concerning communications within the EOC.
 - b. Maintain the communications equipment within the EOC in operational condition.
 - c. Provide necessary logs and message forms.
 - d. Provide communications support to emergency response services on request.
 - e. Provide a communications capability between the EOC and the on-the-scene commander (Incident Commander), MEMA, adjacent counties, and all operating forces represented in the EOC.
3. County Departments/Agencies with Communications Capabilities.
- These departments and agencies will ensure the operation of their base stations in the even of a power outage and will, on request, provide fixed or mobile backup to the emergency communications system in the EOC.
4. Radio Amateur Civil Emergency Services (RACES)
- a. Provides personnel to operate the RACES net control in the EOC.
 - b. Provides communications between the EOC and designated shelters.
 - c. Provides emergency communications support upon request.

V. ADMINISTRATION AND LOGISTICS

The emergency services dispatching which is carried on a day-to-day in the EOC is administered by the Talbot County Emergency Management Agency. The maintenance of the EOC, the development of operating procedures, staffing internal communications, training, and the procurement of supplies and equipment are the responsibility of the Director of Emergency Management. The EOC's operating procedures are detailed in the EOC SOP, which is part of the Direction and Control Annex.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Communications Officer will be responsible for assisting the Director of Emergency Management in the maintenance of Annex B.

VII. AUTHORITY AND REFERENCES

- A. AUTHORITY – See Basic Plan
- B. REFERENCES – See Basic Plan

Talbot County
Emergency Operations Plan
Appendix A
Organization and Resources

I. PURPOSE

This appendix describes the communications equipment within the EOC and shows schematically the radio nets in the Emergency Operations Center (EOC).

II. EQUIPMENT

A. Radio Equipment

1. Maryland State Radio

Operated from the EOC under the call sign of Unit 31 on the assigned frequency of 141.060 MHz.

2. Sheriff's Department

800 MHz

3. Talbot County Road Department

800 MHz

4. Maryland State Police

39.10 MHz (Channel 1), 39.61 MHz, 33.68 MHz, 800 MHz

5. Fire Services

800 MHz

6. Ambulance Services

800 MHz

7. Department of Natural Resources

39.10 MHz, 39.61 MHz

8. Oxford Police Department
800 MHz
9. St. Michaels Police Department
800 MHz
10. United States Coast Guard
156.800 MHz, 157.100 MHz, 157.150 MHz
11. Citizens Band (CB)
40 channel radio – Monitor Channel 9 (27.065 MHz)
12. Caroline County Fire Control
800 MHz
13. Dorchester County Fire Control
800 MHz
14. Queen Anne County Emergency Operations Center
800 MHz
15. Talbot County Emergency Management Agency
800 MHz
16. Emergency Medical Services
462.950 MHz base, 467.950 MHz mobile (Call 1)
462.975 MHz base, 467.975 MHz mobile (Call 2)
463.000 MHz base, 468.000 MHz mobile (Med 1)
463.050 MHz base, 468.050 MHz mobile (Med 3)
463.150 MHz base, 468.150 MHz mobile (Med 7)
463.175 MHz base, 468.175 MHz mobile (Med 8)

B. Common Carrier (Land Line)

1. National Warning System (NAWAS)

A microwave and land line system operated by the Federal Government connects the Talbot County EOC to the NAWAS system.

2. Telephone Trunk Lines

a. 9-1-1 on six incoming trunk lines.

b. Phone lines available for use at the EOC are as follows:

Communications Room (All four positions)

410-822-0095

410-822-2222

410-770-8160

410-770-7160

410-822-9393

410-822-1059

410-822-1069

410-770-8178

Talbot County Sheriff's Department Direct Line

Easton Police Department Direct Line

Easton Fire Department Direct Line

Easton Memorial Hospital Extension

III. PERSONNEL

A. Fire and Rescue Communications

In the event of an emergency and activation of the EOC, additional dispatchers (operators) will be recalled as required to handle the traffic on the operating EOC nets.

B. RACES

Provide personnel necessary to operate RACES net control.

IV. ORGANIZATION

The radio nets to be operated from the EOC during an emergency are shown below.

BACKUP RADIO SYSTEM

Backup radio communications for fire, ambulance, and police frequencies are located Queen Anne's and Caroline County's Emergency Operations Center. We have a totally redundant 800 MHz radio system.

V. HOSPITAL

The EOC has direct contact with Easton Memorial Hospital via the EMS console intercom and a hospital telephone system extension. Should these land lines become inoperative; an Emergency Management Agency 800 MHz portable radios will be delivered to the Emergency room to establish a direct radio link.

Talbot County
Emergency Operations Plan
Appendix B
Radio Amateur Civil Emergency Service (RACES)

I. PURPOSE

This plan provides guidance for the Radio Amateur Civil Emergency Services (RACES) to support Talbot County government officials during time of an emergency.

II. OPERATIONS

This plan becomes official for Talbot County when signed by the Director of Emergency Management and the RACES Coordinator/Officer from the Easton Radio Society (EARS) WA3GVI. The Director of Emergency Management is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of participation in this plan shall not be deemed as a relinquishment of license control and shall not be deemed to prohibit an amateur radio service license or broadcast license from exercising independent discretion and responsibility in any given situation under the terms of its license.

III. AUTHORITY

Part 97, Subpart A, Federal Communications Commission Rules and Regulations

IV. AUTHENTICATION

The form of authentication that will be used between the activating official and the RACES Organization is personal identification or knowledge of the individuals involved.

V. IDENTIFICATION

The methods used to identify a RACES member and key personnel during a communications support operation are (1) Emergency Management Identification Card, and (2) personal acquaintance.

VI. IMPLEMENTATION PROCEDURES

A. Director of Emergency Management

Upon notification or determination of an emergency condition or situation existing, the Director will:

1. Contact the RACES coordinator using the following format:

This is Edward Mullikin, Director of the Talbot County
Emergency Management Agency. I request that the RACES
organization be activated because (describe the emergency
situation).
2. Request public service announcement be made to assist activation
of the RACES organization.

B. RACES COORDINATOR

1. Report to the Emergency Operations Center (EOC)
2. Call additional personnel to report to the EOC.
3. Activate the required nets.
 - a. Local 147.045 MHz
 - b. State 147.105 MHz
 - c. Shelter 155.745 MHz
 - d. Evacuation 146.52 MHz
 - e. Hospital 147.58 MHz
4. Initiate Roll Call.
 - a. Activation
 - b. Termination
5. Maintain all RACES Records

C. RACES MEMBERS

1. Check in at roll call on local frequencies for assignment.
2. Report to designated assignment.
3. Check into net.

Races members missing a designated assignment by the EOC network are encouraged to check in at any time. In the event that assistance is offered by amateurs not living within the immediate area, amateur will contact the EOC on the local used repeater frequencies for assignment and dispatch.

VII. TEST/DRILLS

On the second Tuesday of each month (except June, July, and August) a countywide drill shall be conducted between 1930 and 2030 hours, local time, participating with the State to exercise RACES and local emergency management organization for the purpose of training and equipment testing.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The RACES Coordinator is responsible for assisting the Emergency Management Agency in the maintenance of the plan.

PLAN ACCEPTANCE

This plan has been reviewed and approved by the following authorities:

William E. Mullikin
Director, Talbot County Emergency
Management Agency

Date

Robert Roberts
RACES Officer/Coordinator

Date

RACES MEMBERS

LAST NAME, FIRST NAME, MIDDLE INITIAL	PHONE NUMBERS	CALL SIGN	I.D. CARD #
Barret, Robert Kaye	H 410-745-9772 W	WR3U	154
Bilconish, Charles, M.	H 410-228-1717 W 410-228-8577	W3NHK	169
Botwick, Garrie, L.	H 410-943-4941 W 302-629-7600	N3KQP	170
Burtis, George Henderson	H 410-673-7474 W 410-822-6613	N3KVC	157
Coale, Michael Wesley	H 410-745-5430 W 410-820-4442	KA3YMU	159
Durham, Parker	H 410-943-1229 W 410-822-4180	N3ISW	173
Engle, G. Curtis	H 410-745-9596 W	N3EFP	160
Engstrom, Charles M	H 410-778-0877 W	KC3BA	174
Evans, Harry M., Jr.	H 410-822-3193 W 410-822-4295	N3ELH	156
Fox, Allen	H 410-745-5731 W	N5LKJ	171
Hawkins, David Wayne	H 410-822-4588 W 410-822-6613	N3LME	153
Hollyday, John C.	H 410-822-0865 W	N3OUE	178
Lynch, Robert Goodwin	H 410-745-5721 W	WS3B	164
Lusby, Edmund P., Jr.	H 410-673-7828 W 410-822-6613	N3KVA	166
Martin, Russell B.	H 410-745-5330 W 301-691-6524	NF3Y	167
Meekins, Tinsley, Jr.	H 410-228-8534 W	K3RUQ	168
Nees, Louis A.	H 410-820-8494 W	NT3S	163
Pavero, Michael S.	H 410-820-0206 W 800-540-0350	N3RIH	116

RACES MEMBERS

[illegible]

FREQUENCY OR FREQUENCY BANDS

KHz: 1800 – 1825
1975 – 2000
3500 – 3550
3930 – 3980
3984 – 4000
7079 – 7125
10100 – 10150
14047 – 14053
14220 – 14230
14331 – 14350
21047 – 21053
21228 – 21267

MHz: 28.55 – 28.75
29.237 – 29.273
29.45 – 29.65
50.35 – 50.75
52 – 54
144.50 – 145.71
146 – 148
2390 – 2450

In addition 1.25 cm (200.0 – 225.0), 70 cm (420.0 – 450.0) and 23 cm (1240 – 1300) MHz are available.

Talbot County
Emergency Operations Plan
Annex B – Communications
Appendix B – Radio Amateur Civil Emergency Service (RACES)
Tab C– State Amateur Frequencies
Revised 7/2003

MARYLAND STANDARD MESSAGE FORM

[illegible]

<input type="checkbox"/> INTERNAL <input type="checkbox"/> INCOMING VIA _____ <input type="checkbox"/> OUTGOING VIA _____ APPROVAL: ____ OGC DIR ____	TO: _____ _____ ACTION: _____ INFO: _____ _____	FROM: _____ _____ ===== <p>PRIORITY: _____</p>
---	---	--

TEXT: ☐ This is AN EXERCISE ☐ This is NOT an Exercise

____ (“DRILL”, state as required), ADMINISTRATIVE SITREP _____

A. (Total number of personnel participation your EOC, SUB-EOCs _____ and MOBILES.) _____

B. (Is director or EMA staff member present?) _____

C. (Number of county EOCs you have radio contact with.) _____

D. (Number of local SUB-EOCs active your jurisdiction.) _____

E. (Number RACES and or volunteer operators participating _____ your Jurisdiction.) _____

F. (RACES bands in us [2 meter, 6 meter, other.] _____)

G. (Number mobiles participating or standing by.) _____

_____ SIGNATURE: (Authorized EM official) _____

☐ END OF EXERCISE MESSAGE. ☐ THIS IS NOT AN EXERCISE.

written/rec'd by	24 hr time	date	OPNS initial
------------------	------------	------	--------------

REPLY OR COMMENT _____

24 hr. time	date	name
-------------	------	------

RACSSP MARYLAND STANDARD SITREP FORM STANDARD SITREP

=====

INR	PREC	FROM	TO
-----	------	------	----

=====

--DRILL____, SITREP NUMBER ____ as of _____ HOURS,

1. JURISDICTION:

2. CALLER:

3. HAZARD/INCIDENT TYPE:

4. WHERE:

5. WHEN (DATE/TIME):

7. CASUALTIES: (A) NONE____ ;(B) DEAD____ ;(C) INJURED____ ;(D)
MISSING____

8. EVACUATION: (A) NONE____
(B) # SHELTERS OPENED____
(C) PEOPLE IN SHELTERS____

9. DAMAGE: (A) HOMES____
(B) BUSINESS____
(C) VITAL FACILITIES____
(D) ROADS/BRIDGES CLOSED____

(E) OTHER____
10. SITUATION: (A) UNDER CONTROL____
(B) STABLE____
(C) WORSENING____

11. ASSISTANCE REQUIRED:

(A) NONE____
(B) LIST NAMES____

12. FEDERAL and STATE AGENCIES NOTIFIED:

(A) NONE____
(B) LIST NAMES____

13. COMMENTS:

14. DATE/TIME REPORT SENT:

____ DY TIME MON YR

-- (DRILL) : _____), SIGNATURE: _____
FROM D/T OPR F ITO DT OPR F
*=====

**TALBOT COUNTY
 EMERGENCY MANAGEMENT AGENCY
 RACES ACTIVATION LIST**

DATE	TIME ACTIVATED	TIME DEACTIVATED				
<input type="checkbox"/> REAL <input type="checkbox"/> DRILL <input type="checkbox"/> TRAINING						
SITUATION: (DETAILED)						
IN CHARGE	CALL SIGN	TIME IN		TIME OUT		
NETS						
	IN	OUT	FREQUENCIES	RADIO	OPERATOR	REMARKS
LOCAL 1						
STATE 2						
SHELTER 3						
EVACUATING 4						
HOSPITAL 5						
6						
7						

MEMBERS							
NAME	IN	OUT	NET	LOCATION	ASSIGNMENT	PHONE	REMARKS

 RACES Coordinator

 Date

 Director, Emergency Management

 Date

TALBOT COUNTY
EMERGENCY MANAGEMENT AGENCY
RACES PARTICIPATION FORM

LAST NAME		FIRST NAME		MIDDLE NAME	
ADDRESS					
CITY		STATE		ZIP CODE	
DATE			CALL SIGN		
TIME IN		TIME OUT		TOTAL TIME	
<input type="checkbox"/> ACTIVATION		<input type="checkbox"/> DRILL		<input type="checkbox"/> TRAINING	
ASSIGNMENT/TRAINING DESCRIPTION:					

RACES Member

Date _____

RACES Coordinator

Date

Director, Emergency Management

Date

Talbot County
Emergency Operations Plan
Annex C
Direction and Control
Table of Contents

- I. PURPOSE
- II. SITUATION
- III. CONCEPT OF OPERATIONS
- IV. ORGANIZATION AND RESPONSIBILITIES
- V. ADMINISTRATION AND LOGISTICS
- VI. PLAN DEVELOPMENT AND MAINTENANCE
- VII. AUTHORITIES AND REFERENCES
- VIII. DEFINITION OF TERMS

Tab A EOC Activation Checklist

Tab B EOC Set-up Checklist

Tab C EOC Deactivation Checklist

Appendix A EOC Manning and Operations

Talbot County
Emergency Operations Plan
Annex C
Direction and Control

I. PURPOSE

This Annex provides for the capability to direct and control those activities of Talbot County Government that are essential to saving lives, protecting property, and restoring government services during and following a major emergency. This Annex serves in conjunction with the Basic Emergency Management Plan.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Many of the hazards which exist in or about Talbot County have the potential for causing disasters of such magnitude as to make centralized command and control essential.
2. The government organization of Talbot County is such that it can be readily adapted to supply the direction and control necessary to maximize the preservation of life and property and provide for the general welfare of victims in the event of an emergency or major disaster.
3. The Talbot County Emergency Operations Center (EOC) is the central point for emergency operations.
4. Emergency services dispatching operations are normally carried out through the Central Communications Center in the EOC and local government communications are permanently installed.
5. If it should become necessary for the country to mobilize to deal with a national security threat, Talbot County would function as a local Operational Area in a nationwide effort in conjunction with the National Response Plan.
6. The President of the Talbot County Council is responsible for overall direction and control activities.

7. The Director of the Talbot County Emergency Management Agency is delegated authority for coordination of activities, planning, and the day-to-day management of the EOC.

B. Assumptions

1. Most major emergencies can be managed at the field level under established procedures of local government emergency services agencies.
2. In most large-scale disaster situations, centralized direction and control through the activation of the EOC is the most effective means to manage emergency operations.
3. In a widespread major emergency or disaster situation, Talbot County may have to operate independent of outside assistance.
4. Talbot County Government must be prepared to provide direction and control activities for a variety of hazards that could impact upon the County and its citizens.
5. Emergency management planning for a national security emergency must focus on the possibility of hostile actions.

III. CONCEPT OF OPERATIONS

- A. Direction and Control of emergency response activities will be conducted from the Emergency Operations Center.
- B. Existing County departments and agencies will continue to function in their normal day-to-day roles, varying routines, actions, emphasis, and priorities as required meeting the conditions generated by the emergency or disaster.
- C. If necessary, the President of the Talbot County Council may declare a local State of Emergency and implement the Talbot County Emergency Operations Plan.
- D. Select key government agencies will provide personnel with authority to make decisions and commit department resources to the Direction and Control network of the EOC.

- E. All members of the Direction and Control organization will work 12-hour shifts. The President of the County Council will be in charge of Shift #1, and the Vice President will be in charge of Shift #2.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Talbot County Direction and Control network will consist of an executive staff and combined service department coordinators.

- 1. The executive Direction and Control staff shall consist of:

County Council

County Administrator

County Attorney

County Emergency Management Director

- 2. The combined service departments will consist of:

Police Services

Fire and Rescue Services

Health and Medical Services

Social Services

Resources

- B. The combined service department heads will coordinate with agencies under their direction and provide input to the executive staff.

- 1. All agencies providing police services within Talbot County will be coordinated by the Sheriff of Talbot County.
 - 2. All agencies providing fire and rescue services within Talbot County will be coordinated by the Communications Shift Leader.

3. The Talbot County Health Officer is designated head of the Health and Medical Services and will coordinate the activities of all agencies and facilities providing such services.
4. All agencies providing social service activities within Talbot County will be coordinated by the County Director of Social Services as designated head of this service.
5. The County Director of Public Works is designated head of resource services and will coordinate the activities of all agencies providing these services to Talbot County.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Each individual named will have primary responsibility for coordination, development, and maintenance of documents and procedures for carrying out this plan.
2. Certain administrative procedures shall be relaxed during and/or under threat of disaster or emergency conditions to facilitate operations to carry out appropriate disaster response actions.
3. Each regular department, agency, or organization head will retain normal responsibilities but will report to one of the combined service department heads selected by the Talbot County Council as a coordinating echelon for executive control.
4. Trained personnel from all available sources will be utilized to the fullest extent. Trained auxiliaries and volunteer groups will be used to augment normal government service personnel.
5. The Talbot County EOC is the headquarters for Direction and Control operations. Coordination and supervision of all services will be through the President of the County Council in the EOC in order to provide for the most efficient management of resources.

B. Logistics

1. The Talbot County EOC is located the Talbot County Operations Center, 605 Port Street, Easton, Maryland 21601. This is a controlled access facility which houses Emergency Management, 9-1-1 and Communications Center on a day-to-day basis. The facility is equipped with emergency electrical power, and has fuel, water, and restroom facilities.
2. If necessary, the Talbot County Council Chambers, 11 North Washington Street, Easton, Maryland will serve as an alternate EOC site.
3. Primary communications will be through normal systems. All emergency communications and communications facilities will be controlled from the EOC through the Communications Center.
4. If necessary, the Maryland State Police Barrack I on Ocean Gateway in Easton or the Talbot County Sheriff's Department on Dover Street in Easton will be used as an alternate site for the Police Services coordination.
5. If necessary, the Talbot County Public Works office in the County Courthouse will be utilized as an alternate site for the coordination of Resource Services.
6. Necessary maps, displays, and message forms will be maintained in the EOC by the Director of Emergency Management.
7. Maintain for the duration of the emergency a significant events log recording key disaster-related information, such as: casualties, health concerns, property damage, limits of risk area, number of evacuees, etc.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex is the responsibility of the Talbot County Emergency Management Agency. It will be coordinated throughout the County Emergency Management Organization. All organizations with emergency management responsibilities must make provision in their annexes or SOPs to support Direction and Control Operations as described in this Annex and its appendices.

VII. AUTHROITIES AND REFERENCES

- A. Authorities (See item IX of the Basic Plan.)
- B. References

Federal Emergency Management Agency, CPG 1-20, Emergency Operating Centers Handbook, Washington, D.C., 1984.

VIII. DEFINITION OF TERMS

Emergency Operating Center (EOC) The protected site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency.

TALBOT COUNTY EOC ACTIVATION CHECKLIST

TIME ALERTED	NOTIFICATIONS		SIGNATURE	TIME IN	TIME OUT
	AGENCY/DEPT.	REPRESENTATIVE			
	EMERGENCY MANAGEMENT (DIRECTOR)				
	EMERGENCY MANAGEMENT (DEPUTY DIRECTOR)				
	EMERGENCY MANAGEMENT (PLANNER)				
	COUNTY MANAGER (PIO)				
	COUNTY COUNCIL (PRESIDENT)				
	COUNTY ATTORNEY				
	TALBOT SCHOOLS (TRANSPORTATION)				
	HEALTH DEPARTMENT				
	ASCS				
	COUNTY ROADS SUPERINTENDENT				

(STAFF TO CALL ONLY ONES HIGHLIGHTED)

TALBOT COUNTY EOC ACTIVATION CHECKLIST

TIME ALERTED	NOTIFICATIONS		SIGNATURE	TIME IN	TIME OUT
	AGENCY/DEPT.	REPRESENTATIVE			
	RED CROSS (CHAPTER CHAIRMAN)				
	PUBLIC WORKS (COUNTY ENGINEER)				
	RACES				
	RADIOLOGICAL OFFICER				
	PLANNING & ZONING (COUNTY PLANNER)				
	MEMORIAL HOSPITAL				
	LAW ENFORCEMENT (SHERIFF)				
	MARYLAND NATIONAL GUARD				
	PARKS AND REC				
	EASTON UTILITIES				

(STAFF TO CALL ONLY ONES HIGHLIGHTED)

EOC SET-UP CHECKLIST

- ☐ Set up Conference Room with Agency/Department designators.
- ☐ Distribute stationery supplies/packets.
- ☐ Check displays and set up any additional maps required.
- ☐ Connect telephones, radios and scanners.
- ☐ Inspect generator, antennas and fuel supply.
- ☐ Standby to set up Media/Public Information Center. (County Council Chambers)

EOC DEACTIVATION CHECKLIST

- ☐ Store Agency/Department designators, etc.
- ☐ Clean and store displays.
- ☐ Disconnect and store communications equipment.
- ☐ Inventory and store supplies.
- ☐ Replenish supplies.
- ☐ Prepare after-action report.

Talbot County
Emergency Operations Plan
Annex C
Appendix A
EOC Manning and Operations

I. PURPOSE

This appendix provides for placing the Talbot County Operations Center on an emergency basis to enable the County government to carry out the Emergency Management Plan by organizing its resources and taking the most effective action possible to preserve lives and property.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The EOC is utilized day-to-day for Emergency Management activities and for the 24 hour Central Communications and Emergency Services Dispatch Center.
2. Upon an activation in an emergency, the entire EOC facility will be utilized for Emergency Operations, and is immediately convertible to Emergency Operations from its normal day-to-day utilizations.
3. Within the Operations Center, there are at all times, necessary telephone, teletype, and radio communications equipment along with essential Emergency Management files, maps, charts, and message forms.

B. Assumptions

1. Emergency response agencies will provide necessary support personnel to assist them in their emergency operations functions.
2. Normal day-to-day emergency service dispatching will continue to function when the EOC is activated for a disaster or emergency situations.
3. Most emergency situations are handled routinely by the emergency service agencies of Talbot County.

4. Most major emergencies can be managed at the field level under established procedures of the local emergency service agencies.
5. In most large-scale disaster situations, the activation of the EOC is the most effective means of managing the emergency operations functions.

III. CONCEPT OF OPERATIONS

- A. Because emergency services dispatching is carried on at the Talbot County EOC on a 24-hour per day basis, and because terminals for receiving warnings from the State and Federal levels of government are located in the EOC, the communications supervisor is likely to be aware of any major emergency situation affecting the County.
- B. Emergency situations vary greatly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated to assume command of emergency operations depends upon the type of emergency situation, its potential for escalations, the geographical extent, and other factors particular to the situation.
- C. The communications shift leader will advise the Director of Emergency Management of all aspects of potential major emergency or disaster situations.
- D. The Director will make the decision to implement notification for EOC activation. Such notifications will be accomplished through the Communications Center.
- E. The EOC will ordinarily be activated either partially or fully and assume control of emergency operations in any emergency situation of such magnitude as to require mobilization of elements of local government other than those principally involved in emergency services in a day-to-day basis.
- F. Once notification has been accomplished, those notified will report to the EOC to assume Direction and Control/Command and Coordination responsibilities. Staff support will be accomplished through individual agency notification fan-out and Standard Operating Procedures.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The Talbot County organization for EOC Manning and Operations is the same as the emergency organization covered in Section IV of the Basic Plan

B. Responsibilities

1. The President of the County Council is the ultimate authority in major disaster situations.
2. EOC manning and operations is a function of and the responsibility of the Director of Talbot County Emergency Management.
3. The Director will ensure that all resources of the EOC are operable and available for disaster operations and that all necessary agencies are provided with essential information.
4. The Communications Shift Leader will ensure that the Director of Emergency Management is notified of all major emergency or potential emergency situations.
5. Each support service will be responsible for assigning a representative to the EOC with authority to make decisions for the agency.
6. All agencies with assigned responsibilities upon EOC activation will develop and maintain SOPs addressing activation of their individual organizations.

V. ADMINISTRATION AND LOGISTICS

A. Administration

The Director of Emergency Management will administer the day-to-day and emergency operations of the EOC.

B. Logistics

1. The EOC will be maintained as a secure, limited access area.

2. Each office will be equipped with a telephone in addition to emergency telephones for usage in the Operations Room.
3. The Center will be maintained in a state of readiness for easy conversion in a disaster situation.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Appendix is developed and maintained by the Talbot County Emergency Management Agency. All agencies with assigned responsibilities upon EOC activation will develop and maintain procedures for activation of their individual organizations, and will participate in any necessary training or exercises.

TALBOT COUNTY
EMERGENCY OPERATIONS PLAN
ANNEX D
DAMAGE ASSESSMENT

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 - B. Public Works Director
 - C. Planning and Zoning Director
 - D. County Roads Supervisor
 - E. Public Information Officer (PIO)
 - F. School Superintendent
 - G. Parks and Recreation Director
 - H. Sheriff
 - I. USDA Food and Agricultural Council
 - J. American Red Cross

ANNEX D
DAMAGE ASSESSMENT

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- K. County Manager
- V. DIRECTION AND CONTROL
- VI. ADMINISTRATION
 - A. Damage Survey Teams
 - B. Records and Reports
 - 1. Survey Team Reports
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 - C. Release of Assessment Information
- VII. PLAN DEVELOPMENT AND MAINTENANCE
- VIII. DEFINITIONS AND ACRONYMS

Appendix 1	Initial Damage Assessment Windshield Survey
Appendix 2	Initial Damage Assessment Sheet
Appendix 3	Initial Damage Assessment Team Orientation Worksheet
Appendix 4	Initial Damage Assessment Street Sheet
Appendix 5	Initial Damage Assessment Street Summary
Appendix 6	Talbot County Critical Facilities

TALBOT COUNTY
EMERGENCY OPERATIONS PLAN

ANNEX D – DAMAGE ASSESSMENT

I. PURPOSE

This annex describes the procedure, responsibilities and actions to be taken by the Emergency Management Agency (EMA) and other Talbot County agencies in order to determine the extent and impact of damage due to man-made or natural disasters in the county.

Determination of the extent and impact of the damage is necessary for county response and recovery operations. In addition, damage assessment is essential to support requests for state and federal assistance.

II. SITUATION AND ASSUMPTIONS

Most hazardous events have the potential for causing extensive property damage. In the event that such damage occurs, a planned damage assessment procedure is essential for response and recovery operations.

In addition to damage to homes and businesses, local government facilities, roads, bridges, etc. may be affected.

III. CONCEPT OF OPERATIONS

A. General

1. Location of Damage – location of damage areas should be listed and forwarded to those responsible for organizing and supervising field survey teams.
2. Field Survey – Damage Assessment will begin on the first daylight period following the disaster.

B. Response

1. As outlined in the organizational responsibilities sections, county agencies will assess damage to county facilities and report damage information to the Department of Public Works representatives at the Emergency Operations Center (EOC).

2. As necessary to assess damage to homes and businesses, the Department of Public Works (DPW) will dispatch survey teams to affected areas.
3. DPW personnel will compile damage assessment reports
4. DPW personnel will forward damage assessment reports to the Maryland Emergency Management Agency (MEMA).

C. Recovery

1. The DPW will summarize the damage assessment reports.
2. The DPW will identify and abate hazardous conditions.
3. Repairs on public facilities will begin as soon as possible. Priority will be given to those facilities that are crucial to emergency response operations, such as roads and bridges. Local government resources will be relied upon for most work with support from the state and federal governments as well as other sources.

IV. ORGANIZATIONAL RESPONSIBILITIES

A. Emergency Management Director

1. Notify staff and others when the need arises to provide damage assessment information. This information will be broken down into categories with dollar estimates for destroyed, major and minor damage.
2. Notify the appropriate government agencies when the need arises for the beginning the damage assessment process.

B. Public Works Director

1. Notify staff and others when the need arises to provide damage assessment information. This information will be broken down into categories with dollar estimates for destroyed, major and minor damage.
2. Coordinate all survey teams.
3. Compile damage assessment reports.
4. Provide engineering advice for all aspects of emergency management.

5. Provide dollar estimates for necessary debris clearance, traffic engineering and protective measures. The cost of protective measures will be related to engineering items only, and not fire and police costs. The cost of repairing temporary and/or permanent water control facilities and the cost of damage to county public facilities under construction will also be provided.
6. Schedule the repair of public facilities in accordance with priority restoration list.
7. Provide for damage assessment of private property.

C. Planning and Zoning Director

Provide specialized assistance and personnel to DPW upon request.

D. County Roads Supervisor

1. Provide the number and dollar estimate of bridges destroyed and damaged, the number of roadways washed-out or damaged and the impact these damages will have on the county.
2. Identify any areas isolated due to bridge and road damage and exchange information with the State Highway Administration (SHA).

E. Public Information Officer (PIO)

Coordinate with County agencies and departments to provide the necessary public relations assistance.

F. School Superintendent

Provide the location and dollar estimate of the damages to the public schools (along with the total amount of uninsured damages) and the impact these damages will have on the county.

G. Parks and Recreation Director

Provide the location and dollar estimate of the damages to all county parks, recreational grounds and equipment, and public landings.

H. Sheriff

Provide the counts of the number of people dead, injured and missing as a result of the disaster and update changes to these numbers with the Director of the Emergency Management Agency (EMA). Any additional overtime costs projected due to the disaster will also be provided to the Director of the Emergency Management Agency.

I. USDA Food and Agricultural Council

Supply the Director of Emergency Management with the location and dollar estimate of the damages to crops, soils, livestock, poultry, aquaculture, horses, farm buildings, machinery and equipment.

J. American Red Cross

The Emergency Management Agency Director will notify the local Red Cross Office when the damage assessment process begins. All efforts will be made to coordinate information with Red Cross personnel. The local Red Cross office shall inform the Director of Emergency management of the number of people in shelters, the mass care cost, and the families needing housing for both short term and long term (over 30 days).

K. County Manger

1. Notify the staff and other agencies when the need arises to provide the necessary damage assessment information.
2. Authorize adequate materials and labor necessary to complete this process in an expedient manner.
3. Provide the following financial data to the Director of the Emergency Management Agency: the emergency funds available (with any applicable restrictions), the taxable base, and the projected losses to the tax base due to the disaster.

V. DIRECTION AND CONTROL

During emergency situations, the Department of Public Works (DPW) will operate from the EOC and will coordinate all damage assessment activities. The Department of Public Works will dispatch personnel to survey the affected areas and report to the Public Works personnel stationed at the EOC. Damage information from other sources will be reported

to the DPW for further study. All significant damage information will be forwarded to the plotter and will be posted in the EOC.

VI. ADMINISTRATION

A. Damage Survey Teams

Damage Assessment Survey Teams will consist primarily of local government employees. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related areas, will be used to supplement existing team members. When an operation, such as a hazardous materials accident, is in need of specialized assistance, appropriate personnel will also be added to the team.

B. Records and Reports

1. Survey Teams Reports: Each Damage Survey Team will collect field data on the first daylight period following the disaster using the appropriate form provided. These reports will be forwarded to the proper personnel in the EOC.
2. Damage Assessment Reports: The Public Works personnel in the EOC will collect damage assessment reports and then compile these reports into a summary document using the forms provided in this plan. The summary document will be forwarded to the state EOC.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The agencies specified in this annex are responsible for working with the Director of Emergency Management in the development and maintenance of Annex D, Damage Assessment of the Talbot County Emergency Operations Plan.

VIII. DEFINITIONS AND ACRONYMS

A. Definitions

Damage Assessment

The process of determining the dollar amount or valuation of damage resulting from loss due to a disaster. All dollar values will be estimated according to replacement cost.

Destroyed	The subject property is not habitable or usable and cannot be repaired.
Major Damage	The property is not habitable or usable but is economically advantageous to repair.
Minor Damage	The property is habitable or usable but it will require minor repairs to return it to its pre-disaster condition.

B. Acronyms

ASCS	Agricultural Stabilization and Conservation Service
DPW	Department of Public Works
EMA	Emergency Management Agency
EOC	Emergency Operations Center
MEMA	Maryland Emergency Management Agency
PIO	Public Information Officer

INITIAL DAMAGE ASSESSMENT WINDSHIELD SURVEY

1. Street Name: _____ 2. City: _____ 3. County _____
4. Area Boundaries: North: _____ South: _____ East: _____ West: _____

5	Single Family Homes	Mobile Homes	Apartments	Businesses	Public Buildings	Totals
D E S T R O Y E D						
6						
M A J O R						
7						
M I N O R						

INITIAL DAMAGE ASSESSMENT SHEET

1. City_____	2. County_____	3. Date_____	4. Time:_____
5. Description of Disaster_____		10. Current Conditions (Utilities, Weather)_____	
_____		_____	
6. Geographic Area Affected_____		_____	
_____		11. Closed Areas and Streets_____	
_____		_____	
7. Characteristics of Affected Area (Rural, Urban, Special Populations)		_____	
_____		_____	
_____		12. Comments (Unique Conditions, Community Needs etc.)	
8. Estimated Number of Dwelling Units Affected		_____	
	<u>Destroyed</u> <u>Major</u> <u>Minor</u>	_____	
Single Family Dwelling	_____	_____	
Mobiles Homes	_____	_____	
Apartments	_____	_____	
Businesses	_____	_____	
Public Buildings	_____	_____	
Totals	_____	_____	

To be completed by Supervisors

INITIAL DAMAGE ASSESSMENT TEAM ORIENTATION WORKSHEET

1. Team # _____	2. Team Members Chief _____ Member _____ Driver _____	3. Team Vehicle Make _____ Color _____ Tag # _____	4. Return Time: _____ 6. Team ID _____
5. Area _____			

7. Anticipated damage type: _____
8. Team Boundaries: _____
9. Area Demographics (Circle) Urban Suburban Rural Residential Business Industrial Recreational Seasonal
10. Anticipated Damage Severity: (Circle) Unknown None Minor Major Destroyed
11. Roads & Bridges: Anticipated Conditions: _____
12. Utilities: Anticipated Conditions: Electric _____ Water _____ Telephone _____ Sewage _____
13. Local contacts: _____
14. Hazards in Area::: _____
15. If property is posted NO TRESPASSING: _____
16. Guidelines for primary residence: _____
17. Guidelines for Income Level: _____
18. Guidelines for Insurance: _____
19. Needy family assistance available at: _____

20. Initial Damage Assessment Supervisor Contact (**Do not release to the public**): Telephone: _____ Radio _____
21. Verbal Report in by: _____ hours; area complete, team returns by: _____ hours.

INITIAL DAMAGE ASSESSMENT STREET SHEET

1. Street Name_____ 2. Worker's Name_____ 3. Supv. Initials_____ 4. Date_____

5. County_____ 6. City_____ 7. Disaster Type:☐Flood ☐Fire ☐Earthquake ☐Tornado ☐Hurricane ☐Other_____

10. Family Name		11. Bldg Damage				12. # of Floors	13. Water Depth (Inches)	14. Contents Damage				15. Damage Description	16. Use
		3	2	1	0			3	2	1	0		
Use appropriate letter in Bldg. Damage box indicating type of unit and degree of damage	S					S = Single Family M=Mobile Home A=Apartment B=Business P=Public Building					Contents Total		
	M												
	A												
	B												
	P												

17. Comments – Area Characteristics:

INITIAL DAMAGE ASSESSMENT STREET SUMMARY

1. Local Jurisdiction:	2. Prepared by:	3. Time:	4. Date:
------------------------	-----------------	----------	----------

5. Street Names	6. Single Family Dwellings			7. Mobile Homes			8. Apartments				9. Businesses			10. Public Bldgs.			11. Contents Damage		
	Dest. 3	Major 2	Minor 1	Dest 3	Major 2	Minor 1	Dest 3	Major 2	Minor 1	Total Units	Dest 3	Major 2	Minor 1	Dest 3	Major 2	Minor 1	Dest. 3	Major 2	Minor 1
12. Totals																			

Talbot County
Emergency Operations Plan
Annex E
Evacuation

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I. PURPOSE

This plan was developed in order to provide for an orderly and coordinated evacuation of the population of Talbot County should the need arise because of enemy attack, natural hazard, or other major incident.

II. SITUATION AND ASSUMPTIONS

A. Situation

There are several emergency situations which might require an evacuation of part or large sections of Talbot County. Small scale localized evacuations might be needed as a result of a riverine flood, hazardous materials incident, major fire, or transportation accident. A large-scale evacuation could be required in the event of an enemy attack or a hurricane.

B. Assumptions

1. The number of people initially affected is not satisfactory criterion for deciding whether or not to activate the emergency management organization. The nature of the threat, the possibility of escalation, the need for expert consultation, etc., must also be considered.
2. Primary means of transportation for the movement of evacuees will be by privately owned and operated motor vehicles and boats, where appropriate.
3. People who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for. Then, time permitting, further efforts will be made to persuade the ones that previously had refused to go to evacuate.

III. CONCEPT OF OPERATIONS

A. General

Factors that must be considered when planning for evacuation include the characteristics of the hazard itself, the magnitude, intensity, spread of onset, and the duration of the emergency, etc.

While evacuation plans for known hazards have been developed, specific plans for unexpected emergencies will be determined by the Talbot county Council and the EOC support Staff at the time of the emergency based on the above factors. The plan will include the following elements:

1. Evacuation area – The geographical and/or political area to be evacuated.

2. Assembly points – Specific points where persons without private transportation will report for evacuation by public transport.
3. Evacuation routes – Designated routes to be followed by all vehicles used in the evacuation operation.
4. Traffic control points – Locations of manned police posts to provide both traffic control and emergency assistance.
5. Assembly areas – Geographical areas or building complexes which will provide some measure of protection from the actual or threatened disaster.
6. Mass care facilities – Buildings or other facilities designated for the provision of food and/or emergency shelter to evacuees.
7. Medical aid stations – Location of medical aid stations on evacuation routes and in the assembly areas.
8. Time limit – The estimated time available for evacuation prior to an unreasonable risk to life and limb from the disaster.
9. Personal restrictions or recommendations – A recommendation for clothing to be worn and taken, the size and weight limits of baggage to be carried by evacuees using public transportation.
10. Embarkation and debarkation points – Location of evacuee pick-up and delivery points in waterborne and airborne evacuations.

B. Phases of Emergency Management

1. Mitigation
 - a. Identification of areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.
 - b. Discouragement of development in hazard zones, particularly residential development.
2. Preparedness
 - a. Identification of population groups requiring special assistance during evacuation (i.e. senior citizens, handicapped, etc.)

- b. Planned evacuation routes, taking traffic capacities and deteriorating conditions into account.

3. Response

- a. Initiation of evacuation orders, when necessary.
- b. Traffic and perimeter control, as needed.
- c. Evacuation of elderly and handicapped.
- d. Police protection for evacuated areas.
- e. Police protection for evacuated areas.
- f. Designation of shelter/reception areas if necessary.
- g. Operate emergency medical aid station centers in hazard zone for essential workers remaining behind after general evacuation.

4. Recovery

- a. Initiate return, where possible.
- b. Control traffic.
- c. Conduct public information activities.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

The emergency organization at the county level is as described in Section IV of the Basic Plan.

B. Responsibilities

In situations involving evacuation of a number of people sufficient to cause mobilization of the emergency management organization, the following assignments will be carried out to the extent permitted by time and circumstances:

1. Emergency Management

- a. Issue all evacuation orders at the direction of the Talbot County Council.
- b. Develop specific evacuation plans.
- c. Coordinate and conduct evacuation efforts.
- d. Coordinate relocation into other jurisdictions, if required.

2. Law Enforcement (Sheriff, Maryland State Police, Municipal Police)

The Sheriff will coordinate all law enforcement activities assisted by the Maryland State Police, Department of Natural Resources Marine Police and Municipal Police as necessary.

- a. Assist with the warning process by patrolling assigned areas, reinforcing information provided through mass media.
- b. Assist with selection of evacuation routes, assembly points and traffic control points.
- c. Provide security for evacuated areas.
- d. Provide security for shelter/reception areas
- e. Conduct evacuation of county jail population, if necessary.

3. Supervisor of Transportation – board of Education

- a. Coordinate all public and privately volunteered transportation resources planned for use in evacuation.
- b. Provide buses for transportation, including specially equipped vehicles for transportation of those with special needs, i.e. handicapped, etc.
- c. Provide buses for return of evacuees if required.

4. Board of Education

Provide reception/mass care centers, if required.

5. County Roads Department

- a. Provide advice on road conditions and recommend routes to be used for evacuation.
 - b. Assist with evacuation during inclement weather, i.e. snow storms, flooded roads, etc.
 - c. Assist in evacuation notification.
 - d. Provide vehicles to assist in evacuation of residents as necessary.
 - e. Provide equipment and personnel to relocate essential resources (personnel, critical supplies and equipment) to evacuation and shelter/reception areas.
6. Fire Service
- a. Provide ambulances and personnel to assist in evacuation of hospitals and nursing homes as required.
 - b. Provide basic emergency medical services, i.e. first aid along evacuation route, if necessary.
7. Health Department
- a. Establish emergency medical services in reception/shelter areas to provide necessary care for evacuees.
 - b. Evacuees requiring extended medical services will be initially accommodated at Easton Memorial Hospital. When required, additional extended care facilities will be requested by the Talbot County Health Officer from the secretary of DHMH.
8. Department of Social Services
- a. Assist the Red Cross with establishing reception/mass care center, emergency registration, inquiry and shelter management.
 - b. Assist with the procurement of mass care needs such as beds, bedding, clothing, food and eating utensils.
9. Red Cross
- a. Establish reception/mass care centers, emergency registration, inquiry and shelter management.

- b. Coordinate with Social Services and other disaster relief agencies for the procurement of food and other supplies for the evacuees.
- c. Compile list of missing persons reported by evacuees in their facilities and provide list to EOC at the earliest possible time.

10. Public Information Officer

Prepare public information releases for local EAS to advise residents of areas affected and actions to be taken by residents, i.e. assembly points for persons without private transportation, evacuation routes to be used, etc.

V. DIRECTION AND CONTROL

A. General

The Talbot County Council has the overall authority for the evacuation effort. All activities will be coordinated through the EOC, which will serve as the source of all direction and control.

B. Nuclear Attack

Talbot County has been designated as a host area; therefore, plans for a large-scale evacuation for this purpose are not required. (TR-82).

C. Hurricanes

Citizen evacuation may be ordered upon receipt of a hurricane warning from the National Weather Service and a Local State of Emergency Declaration from the President of the Talbot County Council.

D. Hazardous Materials Incident

Evacuation in the event of a hazardous materials incident is covered in Annex M (Hazardous Materials) of the Talbot County Emergency Operations Plan.

E. Riverine Flood

In the event of local river flooding, some low-lying areas may have to be evacuated. Warning will be provided in accordance with Annex A (Alert and Warning). Law enforcement personnel will be responsible for providing on-site assistance to evacuees.

F. Localized Evacuations

All small-scale evacuations will be coordinated through the EOC. Law enforcement personnel will have the primary responsibility for on-scene control.

VI. CONTINUITY OF GOVERNMENT

Continuity of government must be maintained in an emergency evacuation situation. Detailed procedures for accomplishing this are included in Annex C (Direction and Control) of the Basic Plan. Lines of succession to all key positions will be clearly established and all essential records will be protected from destruction or loss.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration and logistics will be controlled by the Director of the Talbot County Emergency Management Agency.
- B. Normal practices and procedures will be continued under emergency conditions to the extent possible.
- C. During emergency operations, every effort will be made to document each transaction sufficiently so that complete records can be reconstructed and claims properly verified after the emergency period has passed.
- D. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, or significant property damage.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Talbot County Emergency Management Agency has the primary responsibility for the development and maintenance of this annex.

Talbot County
Emergency Operations Plan
Annex F – Shelter and Mass Care

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Talbot County
Emergency Operations Plan
Annex F – Shelter and Mass Care

I. PURPOSE

The purpose of this annex is to provide guidelines and assign responsibilities should an emergency arise requiring a need to open and operate public shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

An emergency such as a hurricane, flood, hazardous materials accident, fire, or fixed nuclear facility accident may require the evacuation of residents of the affected area. Depending on the nature of the emergency and the population to be evacuated, the location and type of facility used as a shelter may vary. Groups of evacuees with special needs such as hospital patients, prison populations or nursing home residents will need to be sheltered in a facility which meets the special needs of the group. Provisions must be made at each shelter to provide for the basic human needs such as emergency medical care, recreational activities, and emergency supplies of water, food, and medicine. Those not housed in public shelters may experience similar needs such as emergency supplies of water, food, or clothing.

B. Assumptions

1. Under emergency conditions requiring evacuation, most evacuees will seek shelter with friends or relatives, leaving an estimated 7-12% to be sheltered in established public shelters.
2. If a situational plan has designated a jurisdiction as a reception host area, there will be a need for close coordination with the contiguous hazard area to identify groups with special needs, and to provide for the basic needs of evacuees.

III. CONCEPT OF OPERATIONS

As appropriate, the following actions shall be taken by the Delmarva Red Cross and those local and state agencies responsible for shelter and mass care.

A. Possible Threat

1. Notify key personnel to review plans and procedures for shelter and mass care.
2. If necessary, partially activate the Emergency Operations Center (EOC).
3. Select shelters in accordance with:
 - a. The nature of the threat.
 - b. The population to be evacuated.
 - c. The location in relation to the evacuation routes.
4. Review resource lists to locate supplies and equipment necessary for shelter operations.
5. Coordinate with the local Public Information Officer (PIO) on the release of information and advisories.
6. Advise the Director of the Maryland Emergency Management Agency (MEMA) of anticipated problems.

B. Imminent Threat

Take actions listed above, if not previously accomplished:

1. Take actions listed above, if not previously accomplished.
2. Activate the EOC and request that representatives from those agencies responsible for shelter and mass care be sent to the E.O.C.
3. Open and staff shelters, bringing into the shelter, upon arrival, necessary medical and administrative supplies. Begin stocking food, water, cots, and blankets.

4. Coordinate with EOC staff to ensure that:
 - a. Communications have been established between shelters and the EOC staff.
 - b. Identifying markers or signs have been displayed on shelters.
 - c. Routes to shelters have been clearly marked.
 - d. The appropriate traffic control systems have been established.
5. Coordinate with the local PIO on the release of the information advising residents of:
 - a. The need to evacuate.
 - b. Evacuation routes to be used.
 - c. Shelter locations.
 - d. Personal items to be brought to the shelter.
6. Arrange transportation to shelters for those needing assistance and for those with no means of transportation.
7. Advise the Maryland Emergency Management Agency (MEMA) of anticipated needs.
8. Alert major hotels/motels in neighboring, unaffected jurisdictions of the need to evacuate so they may prepare for an influx of evacuees not wishing to go to public shelters.
9. If necessary, provide expedient training for shelter managers in a crisis building situation.

C. Emergency Situation

1. Take actions listed above, if not previously accomplished.
2. Maintain communications between shelters and the EOC to identify any anticipated needs or problems.

3. Advise the EOC of the number and condition of the evacuees housed in each shelter.
4. Provide for the mass care needs of those in the affected area, not housed in public shelters.
 - a. Provide emergency supplies of food, water, clothing and emergency first aid.
 - b. As necessary, set up temporary congregate feeding facilities and then advise the EOC and the PIO of the location of each.
 - c. Provide food and water for disaster workers.
5. Coordinate with the local PIO on the release of information on:
 - a. The condition and location of persons either in or evacuated from disaster areas.
 - b. The availability of emergency supplies of food, water, and clothing.
 - c. The locations of shelters and congregate facilities.

D. Recovery

1. Keep shelters operating as long as necessary and continue any other mass care activities, as necessary, to provide food, water, and medical assistance to the affected population and to emergency workers.
2. Arrange for the return of evacuees to their homes or for transportation to long-term care facilities, as necessary.
3. Provide communications at shelters to permit evacuees to advise family and friends of their location.
4. Deactivate unnecessary shelters.
5. Clean and return shelters to original condition and negotiate reimbursement for damage.

6. Consolidate shelter and mass care costs and submit these statements to the appropriate authorities for possible reimbursement.

IV. ORGANIZATION AND RESPONSIBILITIES

A. General

- 1.
2. The Delmarva American Red Cross has been designated the lead agency for shelter management and operations.

B. Responsibilities

1. Delmarva American Red Cross
 - a. Enter into agreements for the use of schools, armories, church halls, clubs, lodges, and fire halls as temporary shelters.
 - b. See that shelter personnel are trained in shelter operations.
 - c. Develop a list of resources necessary to provide for the needs of those sheltered and to develop and maintain agreements and Memorandums of Understanding with other local agencies and local businesses.
 - d. Provide for meals for both clients and workers.
 - e. Identify the supplies, food, water, clothing, medicines, and personal items which evacuees should take with them to a shelter.
 - f. Provide personnel, particularly those skilled in working with large numbers of people, to assist with registration procedures and shelter activities.
 - g. Register those housed in temporary shelters.
 - h. Coordinate shelter and mass care operations with any organization willing to assist.

- i. Assist individuals and families in adjusting to a shelter environment and see that any groups requiring special care are provided with the services they need.
 - j. Collect and disseminate information concerning the condition and location of persons in or evacuated from disaster areas and provide assistance in reuniting families.
- 2. Department of Social Services
 - a. Assist the Delmarva American Red Cross with all phases of shelter operations, providing staffing, if necessary.
 - b. Assist the Delmarva American Red Cross with collecting and disseminating information concerning the condition and location of persons in or evacuated from disaster areas and provide assistance in reuniting families.
- 3. Emergency Management
 - a. Coordinate shelter openings with Delmarva American Red Cross, Talbot County Department of Social Services, Talbot County Health Department, and Talbot County Public Schools.
 - b. Coordinate transportation to shelters for the elderly, the handicapped, and those having no transportation of their own.
 - c. Designate shelters within commuting distance of vital facilities or incident area for essential workers.
 - d. Provide shelter communications.
 - e. Advise MEMA of the need for additional resources or assistance.
 - f. Appoint and coordinate Emergency Special Services Team
- 4. Talbot County Health Department
 - a. Provide emergency first-aid services by trained personnel at shelters and reception centers.

- b. If necessary, test water supply at shelters for possible contamination.
- 5. Talbot County Public Schools
 - a. Provide emergency first-aid services by trained personnel at shelters and reception centers.
 - b. Upon request, make cafeteria and staffing available in cooperation with the Department of Social Services.
 - c. Provide school buses and drivers as necessary to transport evacuees, victims and response personnel.
- 6. Law Enforcement (Sheriff's Department, Municipal Police)
 - a. Provide security and law enforcement for shelters and reception centers.
 - b. Provide traffic control during movement to and from shelters and reception centers.
 - c. Provide communications for shelters and reception center through mobile units, as needed.
- 7. Fire Service
 - a. Survey shelter sites as requested for fire safety.
 - b. Provide advice on fire security during operations.
 - c. When an extended stay is anticipated, train selected evacuees to serve on shelter fire suppression teams.
- 8. Public Information Officer (PIO)

Prepare public information materials concerning emergency shelter and issue complete and timely information concerning the locations and capabilities of the shelters.

9. RACES

Provide communications support between shelters and the Emergency Operations Center (EOC).

10. Mental Health Agencies – For all Seasons & Regional Mid-Shore Mental Health Services

Provide a program of crisis counseling for disaster victims at shelter facilities in cooperation with Talbot County.

11. Talbot County Humane Society

Establish a policy and develop procedures for pet care during an emergency requiring public sheltering.

V. ADMINISTRATION AND LOGISTICS

A. Reports and Records

1. All evacuees housed in temporary shelters shall be registered according to the Delmarva American Red Cross guidelines. Shelter occupancy forms and shelter event logs shall be maintained by the shelter managers. This information will be made available on a daily basis to the Director of Emergency Management for Talbot County, to the EOC, and to MEMA.
2. The Delmarva American Red Cross shall maintain records and cover the costs on the expenditures on food for mass feeding.
3. MEMA is responsible for maintaining the National Facility Survey and the Reception and Care Survey inventories of public shelters across the state and provide assistance to local jurisdictions in evaluation of facilities for use in all hazards.
4. Each government agency is responsible to maintain comprehensive records reflecting its efforts and expenditures and forward this information to the appropriate state officials.

B. Training

The Delmarva American Red Cross Training Program for Shelter Managers and Workers is the training provided.

C. Shelter Stocking

1. Food, Clothing, Personal Comfort Items

The Delmarva American Red Cross is responsible to supply and/or procure all supplies, food, clothing, and other personal comfort items necessary in public shelters and to assume all costs.

2. Cots, Blankets, Other

The Delmarva American Red Cross is responsible to maintain lists of locations of cots, blankets, air mattresses and sleeping bags and sources of other supplies that may be needed in a public shelter which could be requisitioned from other sources within or outside the State by the Delmarva American Red Cross.

3. First Aid Kits

The Talbot County Emergency Management Agency is responsible to maintain the contents of the First Aid Kits, stored at the Delmarva Red Cross Office on Idlewild Avenue, Easton, Maryland. These kits will be utilized by the Talbot County Health Department staff in shelters opened during an emergency.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Talbot County Emergency Management Agency, in cooperation with the Delmarva American Red Cross, the Talbot County Department of Social Services, Talbot County Schools, and the Talbot County Health Department, is responsible for the development and maintenance of this plan.

GUIDELINES FOR SHELTERING PERSONS WITH SPECIAL NEEDS

I. PURPOSE

This appendix addresses the considerations, responsibilities and procedures necessary to provide care to evacuees or victims unable to care for themselves in an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

The potential special population includes:

1. the elderly;
2. the infirm or those with chronic illness, partially or fully incapacitated or immobilized;
3. individuals with visual handicaps;
4. individuals with communications disorders;
5. the physically handicapped who may be able to care for themselves at home but would have difficulty helping themselves in a congregate care facility;
6. pregnant women, especially those who are nearing time for delivery and women who are nursing their infants;
7. individuals who suffer from emotional illness but who are self-sufficient under normal circumstances;
8. the mentally retarded who live either independently or in a sheltered environment;
9. adults who live in institutional medical care facilities;
10. children who live in institutional facilities; and
11. lost children or children otherwise separated from parents/guardians.

B. Assumptions

1. If the crisis situation is minor, special care may be provided by a few individuals or groups, or by public service organizations with experience in disaster situations.
2. Emergencies or disasters may require the local emergency management system to be responsible for coordinating and delivering special care to the appropriate institutions and individuals. To a considerable extent, reliance is placed on experienced public service organizations.
3. Local jurisdictions must prepare for a large-scale influx of evacuees, including those with medical and psychological problems due to weapons effects.

III. CONCEPT OF OPERATIONS

- A. Assist the elderly, infirm, and handicapped to make the transition from community care to congregate living.
- B. Assist hospitals, clinics, or other medical care facilities (both inpatient and outpatient) to relocate within the reception area.
- C. Operate emergency congregate care facilities for those displaced from institutions.
- D. Identify and pair institutional facilities with similar special care populations in the high risk and reception areas.
- E. Match the needs of the physically handicapped to the characteristics of temporary lodging facilities.
- F. Refer members of special care populations to the appropriate services that can provide basic survival needs and manage medical problems and other special personal needs of victims.
- G. Protect vulnerable individuals from self-harm, from the disaster itself or from exploitation or abuse by others.
- H. Provide counseling services for those who have been under psychiatric care.

- I. Assist in the identification of children or adults who are unable to identify themselves at reception centers.
- J. Provide child care services for women who give birth during the emergency.
- K. Provide care for children separated from their families or for those who have no family.
- L. Assist all special populations in understanding and adapting to the emergency and its effects.
- M. Coordinate financial assistance programs between special needs populations and the appropriate governmental agencies.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. An Emergency Special Services Team should be formed to provide care for the special needs population. Because this organization requires a large staff and a diversity of activities aimed at several unique special populations, a variety of personnel are necessary. The following types of people should be recruited for this team:
 - 1. Public or private health and welfare officials, Red Cross personnel, and experienced volunteers.
 - 2. Public and private school department administrators.
 - 3. Social work professionals, including clinical and counseling psychologists.
 - 4. Owner/Operators, and staff of medical care facilities such as hospitals, clinics, nursing homes, halfway houses and outpatient treatment centers.
 - 5. People experience in working with the elderly, visually or hearing impaired or other populations will special handicap related needs.
 - 6. Transportation professionals, especially those in private companies (buses, taxies, van pools, etc.

7. Other health care delivery professionals such as those who work with rescue squads and health insurance and those with knowledge about persons receiving special home health care (dialysis, coronary care).
- B. The Emergency Special Services Team may be divided into three functional groups as follows:
1. Special Care Operations – Manage all activities involving the provision of care and services for special needs populations.
 2. Screening and Identification – Manage screening and identification of all non-institutional special needs victims, missing persons, and those unable to identify themselves, and make referrals to the appropriate facilities or services. Supervise screening and identification missing persons and referral and through the Public Information Officer (PIO) and media liaison.
 3. Support – Supervise equipment and supplies, communications and transportation, financial assistance and contracts and agreements.
- C. Overall coordination and control of special needs operations is the responsibility of the Emergency Special Services Team Leader, whose general responsibilities are to:
1. Prepare, implement, and coordinate procedures to provide special care services for evacuated and local residents in an emergency.
 2. Establish liaison with other related emergency services to coordinate all activities and operations.
 3. Establish liaison and coordinate planning procedures with all local health and special care coordinators, including all special care delivery institutions, organizations, agencies, and individuals.
 4. Prepare and maintain a roster of Emergency Special Services Staff positions, task assignments and functions, including personnel assigned to the core team.
 5. Prepare and maintain a list of matched facilities that will accept special needs populations, and that could also serve as temporary facilities during

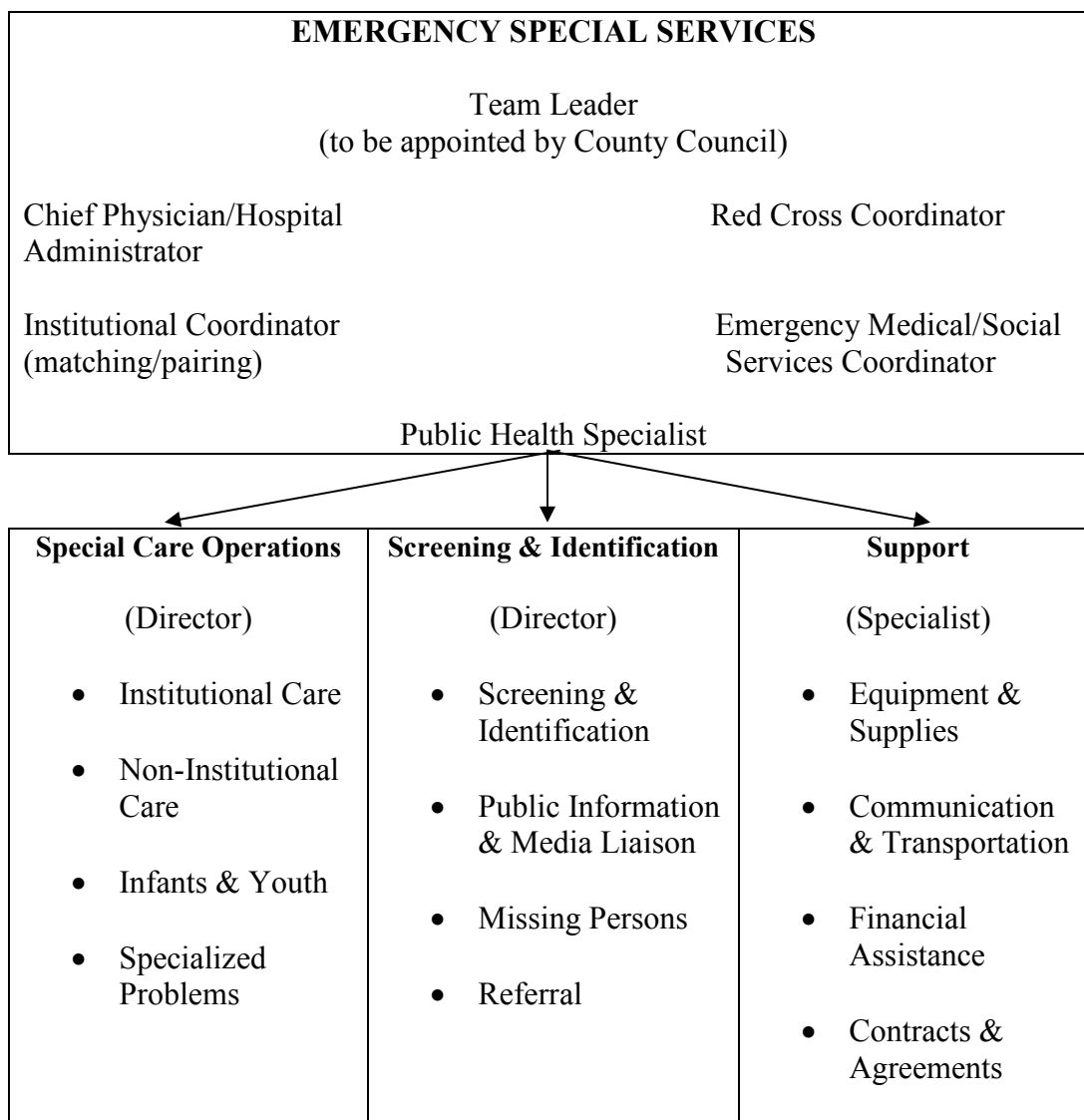
an emergency, as well as, determine the patient capacity and special requirements of each.

6. Plan for and coordinate, in conjunction with participating organizations in high-risk areas, the augmentation of special care services with resources from high-risk areas and the augmentation of reception and special care services with resources allocated from the evacuating jurisdictions.
7. Provide the means to identify special care staff and resources and augment the core team staff as rapidly as possible.
8. Coordinate and direct all special operations throughout the emergency.

V. REFERENCES

CPG 2-8, Sheltering and Care Operations, April 1987.

Emergency Special Services Organizational Chart



Talbot County
Emergency Operations Plan
Annex G
Public Information
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Talbot County
Emergency Operations Plan
Annex G
Public Information

I. PURPOSE

The purpose of this Annex is to document the procedures whereby reliable, timely, and authoritative information is provided to the public under normal and emergency conditions in connection with natural or man-made disasters and enemy attack.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. The need for one source of authoritative and official information to the public in any disaster situation is paramount.
2. Talbot County has the capabilities to provide needed and desired information about local government activities and services to the general public.
3. During periods of emergency, the public needs detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times; however, when disaster strikes without warning and public information system cannot react quickly enough to properly inform the public about the hazard. It is, therefore, important to have an ongoing public education program to make the public aware of potential hazards and the protective measures that can be employed.
4. In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of Talbot County to cooperate fully with the media, to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media in all phases of emergency management.

B. Assumptions

1. During emergency situations, the general public will demand information about the emergency situation and instructions on proper survival/response actions.
2. Many in the general public will not heed provisions of possible protective actions until such an emergency or enemy attack is imminent.
3. The media will demand information about emergency situations. The local media, particularly broadcast, will perform an essential role in providing emergency instructions and up to date information to the public. Depending on the severity of the emergency, regional and national media will also convey the story and demand information and comments from local officials.
4. Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio and television stations without emergency power may also be off the air.
5. The lack of information or contradictory information will cause confusion.
6. Should there be an attack, it is imperative that reliable and uninterrupted information coming from just one source be disseminated.
7. An immediately heavy and potentially overwhelming burden will be placed upon the public information staff to provide the public with the vital information required for their safety. A sufficient and well trained staff must be available to handle such burdens.

III. CONCEPT OF OPERATIONS

A. General

1. The public information service of the Talbot County Emergency Management organization is the key link between the operational services and the public.

2. The Public Information Officer (PIO) will coordinate all news released to the public, regardless of origin, to reduce the likelihood of conflicting instructions and information being published. The provision of timely and accurate information to the public will come from either national, state, or county sources.
3. County information sources will complement and enhance the national and state sources of information and provide the citizens of Talbot County with full data on which to base their survival actions.
4. The PIO will prepare and update as necessary information for broadcast and news release relative to assignment and movement to public shelter in conjunction with the emergency situation.
5. The Emergency Broadcast System (EBS) will be utilized to its fullest potential.
6. In attack situations, the PIO will continue to coordinate all public information emanating from the Emergency Operations Center, and is responsible for acquisition and preparation of radiological and damage information for public dissemination.
7. In Talbot County when the emergency organization is activated, the PIO is an integral part of the Direction and Control Network. The PIO will work in conjunction with the Director of Emergency Management and President of the County Council and will be available to advise the Direction and Control staff on communication with media and public.
8. The PIO will establish and maintain contact with PIO's in surrounding counties and the state PIO for coordination of informational releases.
9. The PIO shall establish a point of contact for the media at the disaster scene, as the situation demands, but at a location so as not to interfere with emergency operations.
10. Emergency Public Information for the non-English speaking and the hearing impaired populations will be as detailed in Section III of the Alert and Warning Annex (Annex A).

B. Procedures

1. The PIO will report to the Emergency Operations Center (EOC) upon activation.
2. The PIO will verify all information before release.
3. The PIO will maintain contact with radio and television stations by telephone during an emergency situation (see Tabs A and B) and conduct periodic briefings to members of the press when assembled at the EOC press briefing room.
4. Information to be given to the public will include:
 - a. Positive identification of Talbot County as the government giving the information.
 - b. Identification of community or geographic area affected by the emergency.
 - c. Description of the type of emergency and the nature of the hazard particularly in terms of their potential risk. Or absence there of, to the affected population.
 - d. Instructions with regard to specific protective measures to be taken by residents of the affected area(s).
 - e. Instructions for arriving evacuee's use showing location of reception centers, shelters and lodging, feeding facilities, and medical stations.
5. The County EOC Rumor Control Hotline (410-822-2820) will be activated and provided to the public to call for additional information.
6. The Emergency Broadcast System (EBS) will be implemented by the Director of Emergency Management in accordance with the local EBS procedures for Talbot County (see Appendix B of the Alert and Warning Annex).
7. A record of PIO activities and copies of all news releases will be kept on the emergency situation for future use.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The Talbot County organization for Emergency Public Information is the same as the emergency organization covered in Section IV of the Basic Plan. The program will emanate from and be a part of the Direction and Control organization.
2. The County Manager is designated Public Information Officer for Talbot County and is an integral part of the Direction and Control Executive Staff organization.

B. Responsibilities

1. The PIO for Talbot County has staff responsibility for operation of the public information service. Policy decisions on information given to the public will be made by the County Council in cooperation with the Director of Emergency Management and local heads of government.
2. The PIO is responsible for developing the capability to rapidly release emergency instructions and information to the public through all available means.
3. The PIO will handle all calls from the media and the public concerning an emergency situation and respond with official information or transfer calls to appropriate EOC staff members as necessary.
4. The PIO will prepare official news releases, conduct situation briefings for visitors and the media at the press briefing room of the EOC, and arrange interviews with the key personnel, if requested by the media, when possible without interfering with response operations.
5. The PIO is responsible for coordinating with the PIO at State and Federal levels and in adjacent counties along with coordinating the information from all agencies of the local government for release during an emergency.
6. The PIO will assist in the education of the citizens of Talbot County regarding Emergency Management protective measures

and personal actions to be taken to counter the various hazard effects.

V. PLAN DEVELOPMENT AND MAINTENANCE

This Annex is developed and maintained by the Talbot County Emergency Management Agency in cooperation with the PIO. The PIO has overall responsibility to develop, review, and update his Standard Operating Procedures annually. All emergency response agencies will support the Public Information Network.

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Health Services
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Talbot County Emergency Operations Plan Annex H – Health Services

I. PURPOSE

The overall coordination of emergency health and medical services from local agencies will be discussed in this annex.

II. SITUATIONS AND ASSUMPTIONS

Talbot County is vulnerable to both natural and man-made disasters, which may not only have the potential for mass casualties, but also may lead to an increase in health hazards, i.e., disease, sewage and waste disposal and vermin and vector control.

Most local medical systems have the capabilities necessary to respond to the health and medical needs associated with emergency situations. However, when an emergency appears to be of such magnitude as to exceed local capabilities, assistance will be needed from State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. Possible Threat

Depending on the type of threat, actions taken during this phase range from monitoring the situation to partial mobilization.

As appropriate, the following actions should be taken at both the State and local levels:

1. Notify the appropriate response agencies including health and medical facilities.
2. Alert the Director of the Talbot County Emergency Management Agency if the Talbot County Health Department receives the initial notification of the incident.
3. Review the plans and procedures.
4. Check readiness of emergency health services facilities, supplies and equipment.
5. Brief County Officials on the nature of the possible health threat.

6. Coordinate the release of information and advisors with the local Public Information Officer (PIO)

B. Imminent Threat

As appropriate, local organization will:

1. Initiate actions listed under "Possible Threat" if not previously accomplished.
2. Activate emergency plans and mobilize emergency health personnel.
3. If there is a defined risk area, position monitors or observers with the appropriate equipment.
4. Provide emergency health information.
5. Notify the Director of the Maryland Emergency Management Agency (MEMA)

C. Emergency Situation

1. Initiate actions listed above.
2. The County Health Officer will determine the need for additional resources.
3. The County Health Officer may direct health protection measures including evacuation, but will consult with the President of the County Council of Talbot County and the Director of Emergency Management before issuing such orders.
4. The County Health Officer may issue any orders he deems necessary to protect the health and safety of the public.
5. If the Talbot County Health Department determines that the health and medical needs exceed local capabilities, assistance from State agencies may be requested through the Talbot County Director of Emergency Management.
6. Reduce the patient population in hospitals, nursing homes and other health care facilities if evacuation is necessary and continue medical care for those that cannot be removed.

7. When mass casualties are involved:
 - a. Fire and rescue services responding first to the incident will determine the number of casualties, request additional assistance, establish staging areas and initiate triage procedures.
 - b. The Maryland State Police (MSP) will assist local police and/or the Talbot County Sheriff in control of the disaster scene, and administer first aid to the injured until additional EMS personnel arrive at the scene.
 - c. MSP will assist the County Medical Examiner with identification and care of the dead.
 - d. The County Medical Examiner will activate and supervise temporary or permanent morgues.
 - e. The County Medical Examiner will take charge of all bodies or parts of bodies and provide for the identification and disposition of the deceased.
 - f. The Talbot County Health Department will coordinate with the local Public Information Officer (PIO) to provide information to friends and relatives of the injured.
 - g. The Talbot County Health Department will obtain information concerning the medical facilities, to which the injured were taken, lists of the dead and descriptions of the unidentified dead.
 - h. MSP will assist local police in notification of the next of kin. Should the deceased be a resident of another state, MSP will forward the information to the State Police of the appropriate state.
8. When the emergency involves significant health hazards, the Talbot County Health Department will, as appropriate, carry out the following activities:
 - a. Initiate epidemic control measures, i.e. quarantines, and mass immunizations.
 - b. Sample, test and control food, water, milk and livestock feed, waste and refuse disposal and provide vermin and vector control.

- c. Identify disaster areas where access should be restricted.
- D. Recovery

The following actions will be taken at the local level:

1. Determine if a continuing health problem exists requiring an on-going commitment of resources, or if there is a potential for new problems to develop, controls may be continued or new ones imposed.
2. Determine impact of damage on providing health and medical services. Damage assessment information should be provided as soon as possible to Emergency Management and forwarded to MEMA.
3. If the emergency involved mass casualties:
 - a. The Talbot County Health Department, in cooperation with, Mid Shore Mental Health Systems, Inc. will implement crisis counseling for disaster workers or victims.
 - b. The assistant Medical Examiner and the County Chief Medical Examiner will provide guidance for determining suitable sites for temporary cemeteries, if necessary.
4. If the emergency involved a health hazard, the following actions will be taken to protect the health of the public:
 - a. Determine suitable sites and acceptable procedures for the disposal of hazardous materials.
 - b. The Talbot County Health Department will monitor those exposed to health hazards for long-term health problems.
 - c. The Talbot County Health Department will provide public health awareness information.

IV. ORGANIZATION AND RESPONSIBILITIES

A. General

The Talbot County Emergency Management Agency is responsible for coordinating the County response to an emergency or disaster.

Within that coordination:

1. The County Health Officer is responsible for the overall direction and control of health related personnel and resources committed to the emergency health and medical service efforts.
2. The Maryland Institute for Emergency Medical Services Systems (MIEMSS) is responsible for supporting local Emergency Medical Services and coordinating emergency medical care for the critically ill or injured throughout the State.

B. Responsibilities

1. County Health Officer
 - a. In coordination with the Talbot County Emergency Management Agency, local EMS providers, local American Red Cross, hospitals, and others will develop and maintain a current Health Annex to the County Disaster Plan.
 - b. Assist EMS providers in triage and casualty management.
 - c. Provide mobile emergency medical teams in cooperation with the local hospitals and local fire/rescue organizations.
 - d. Control distribution of medical supplies and equipment, and pharmaceuticals, as necessary.
 - e. Establish a medical/health section in the Emergency Operations Center (EOC).
 - f. Provide first aid and other medical needs at mass care and reception centers.
 - g. Supervise all environmental health activities to assure the safety of the citizens and the protection of the environment.
 - h. Assess the emergency medical or health protection needs and survey the damage to water systems, waste water systems and health facilities.
 - i. In cooperation with Mid-Shore Mental Health Systems, Inc., provide crisis counseling for disaster workers and victims.

- j. Request assistance from the State in providing services essential to disaster operations, including medical supplies, personnel, hospitals, mortuary services, refrigerator trucks, and so forth.
 - k. Determine the emergency capabilities of hospitals, nursing homes and other medical facilities.
 - l. Coordinate a system of victim tracking and release of information with the local PIO, County Medical Examiner, hospitals and EMS providers.
2. County Medical Examiner
- a. Coordinate with the Talbot County Health Department in designating and supervising permanent and temporary morgues, supervise the collection, identification, release and/or interment of the dead.
 - b. Provide the County Health Officer with a listing of the identified dead and descriptions of the unidentified dead.
 - c. Insure that the supplies, equipment and resources necessary to deal with the deceased are available.
3. Maryland Institute for Emergency Medical Services Systems (MIEMSS)
- a. Upon request of the County Health Officer, assist and augment the local emergency medical services system.
 - b. Coordinate the provision of additional EMS support to the critically ill and injured patient as directed when local resources request assistance.
4. Law Enforcement (MSP, Sheriff, Local Police)
- a. Provide security and law enforcement at disaster scene and shelter sites.
 - b. Provide traffic control at disaster scene and shelter sites as necessary.
 - c. Conduct such activities as blood runs, physician transports, and communications backup as necessary.

- d. Provide helicopter and medical support.
- 5. Fire and Rescue Service
 - a. Maintain fire suppression and prevention activities.
 - b. Provide basic life support trained personnel, as needed.
 - c. Conduct rescue operations as necessary.
- 6. Superintendent of Transportation (Talbot Co. Public Schools)
 - a. Provide buses for medical evacuation of uninjured or slightly injured disaster victims.
 - b. Provide school facilities for use as secondary or tertiary triage areas.
- 7. County Roads Department

Upon request, assist Fire and Rescue Services with special equipment and crews needed in rescue operations.
- 8. Maryland Department of Agriculture

Upon request:

 - a. Provide vector and vermin control, provide mosquito control to coastal or swampy areas.
 - b. Provide technical assistance to the Talbot County Health Department and to the Department of Natural Resources in the identification of dangerous chemicals and pesticides.
 - c. Assist the Talbot County Health Department in sampling and controlling food, water, milk and livestock feed which may have become contaminated.
- 10. U.S. Department of Health and Human Services
 - a. Alcohol, Drug Abuse and Mental Health Administration

Assist State and local agencies and private mental health organizations in applying for assistance in the event of a major disaster. Services available directly or through financial assistance including professional counseling services to victims of a major disaster and training of disaster workers to provide these counseling services.

b. Health Facilities Damage Assessment Team

Provide health and safety teams to determine the extent of damage to health facilities in the disaster area and advise on the administrative, operational and staffing requirements needed to return the damaged facility to operation during the emergency.

11. U.S. Department of Agriculture

- a. Provide emergency control or eradication of disease, pests and biological or chemical agents to protect livestock and poultry.
- b. Provide for the protection of crops and plant products from disease, pests and biological or chemical agents.
- c. Provide, through the Cooperative Extension Agency, information on the mitigation, preparation, response and the recovery from disaster such as floods, hurricanes, winter storms, etc. The Disaster Handbook for extension agents provides information on such emergency health related needs as sanitary precautions, insect, snake and rodent control, sewage and garbage disposal, etc.
- d. Provide inspections to assure the wholesomeness of meat and meat products and poultry and poultry products.

12. Ministerial Association

- a. Provide chaplain services at the disaster site.
- b. Organize use of church facilities for triage sites.

13. Talbot County Department of Social Services

Provide trained staff to assist the Red Cross in shelter operations, if necessary.

14. American Red Cross

- a. Operate and staff Talbot County public shelters.
- b. Assist local medical personnel and, if possible, provide needed supplies and equipment.
- c. Conduct blood collections programs and supply blood and blood products to medical facilities.

15. Maryland State Funeral Director's Association

- a. Provide guidance and assistance in establishing temporary or permanent morgues.
- b. Provide embalming services at temporary or permanent morgues.
- c. Maintain lists of resources for supplies and equipment necessary to deal with a mass fatality situation.

V. ADMINISTRATION AND LOGISTICS

A. Medical supplies and equipment

- 1. Whole blood and blood products will be supplied to hospitals by the American Red Cross.
- 2. Antibiotics and tetanus antitoxin will be supplied to hospitals by the Talbot County Health Department.
- 3. The Talbot County Health Department will contract for bulk supplies of medicines and other supplies as necessary.
- 4. Materials, equipment and funds provided through Federal/State cooperative disease programs will be coordinated with the U.S. Public Health Service, Region III, by the Talbot County Health Department.

B. Reports and Records

- 1. Vital statistics will continue to be collected by the Talbot County Health Department.

2. Data concerning outbreaks of disease or epidemics will be collected by the Talbot County Health Department and forwarded to the appropriate federal officials.
3. Lists of casualties, triage tags, etc., will be collected by the Talbot County Health Department.
4. Damage Assessment reports will be forwarded to the MEMA through the Director of Talbot County Emergency Management.
5. Records pertaining to costs of aid or resources provided by State and local agencies will be coiled by the respective agency and forwarded to appropriate State or Federal officials.
6. When there has been a Presidential Declaration, portions of the costs incurred may be eligible for federal reimbursement.
 - a. Costs incurred by local health departments should be reported to the Director of the Talbot County Emergency Management Agency.
 - b. Costs incurred by the State Health Department should be reported to the Director of MEMA.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The agencies identified in the plan are responsible for working with the Talbot County Emergency Management Director in the development and maintenance of this plan.

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Emergency Operations Plan
Annex I
Fire Service
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Appendix A – Emergency Medical Services Operational Build-up

Talbot County
Emergency Operations Plan
Annex I
Fire Service

I. PURPOSE

The purpose of this annex is to provide Talbot County with a fire fighting capability able to meet the demands of a disaster or emergency situation. In addition to fire fighting, responsibilities in rescue and warning are addressed.

II. SITUATION AND ASSUMPTIONS

Fire prevention and control are daily problems faced by fire service personnel. These problems become more significant during emergency situations. Several hazards present difficulties with regard to fire protection, including conflagrations, forest fire, terrorism and hazardous materials accidents.

III. CONCEPT OF OPERATIONS

A. Response

1. Control fire.
2. Perform rescue operations.
3. Operate warning system.
4. Control hazardous materials.
5. Provide emergency medical services.
6. Enforce other public safety operations.

B. Recovery

1. Perform fire inspections.
2. Initiate reforestation.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. All Talbot County fire companies (including Oxford, Trappe, St. Michaels, Cordova, Easton, Tilghman and Queen Anne-Hillsboro) shall:

1. Coordinate all fire services in their jurisdictions.
2. Control Fire.
3. Perform rescue Operations.
4. Operate warning system.
5. Control hazardous materials.
6. Provide emergency medical services.
7. Enforce other public safety operations.
8. Perform fire inspections.

B. Park and Wildlife Service, DNR

1. Maintain primary responsibility for natural cover fires.
2. Support local fire control operations.
3. Initiate reforestation.

V. DIRECTION AND CONTROL

The Emergency Management shift supervisor will be responsible for coordinating all emergency service operations. Each agency will be responsible for operations within its respective jurisdiction. Chain of command is established by individual company SOP's. Routine operations will be handled by standard procedure. State and Federal support will be called upon as needed.

VI. PLAN DEVELOPMENT AND MAINTENANCE

It is the responsibility of each fire department to ensure its own operational capabilities. The Emergency Management Agency will coordinate the planning of all fire service related to emergency management operations.

Talbot County
Emergency Operations Plan
Annex I
Appendix A
Emergency Medical Services Operational Buildup

TALBOT COUNTY EMERGENCY MANAGEMENT AGENCY STANDARD
OPERATING PROCEDURES

SUBJECT: Medical Build-up

NUMBER: 32

1. PURPOSE

To establish procedure to be followed by Talbot County Emergency Management Agency personnel upon determination that there are in excess of seven injuries at an incident or upon request of the officers in charge.

2. PROCEDURE

1. Phase I

1. Function

Phase I provides a limited service and coordinating organization to assist fire suppression officers during local fire-rescue operations where there are a limited number of injured. Condition “B” (Heavy Radio and Telephone Traffic Standard Operating Procedures) will also be initiated.

2. Initiation

Phase I shall be initiated under the following conditions:

1. Incident with 8 – 12 injuries.
2. When sufficient information is received indicating conditions exist warranting a Phase I activation.

3. Command

Incidents under Phase I shall be commanded by the ranking officer until the arrival of the next ranking officer from that station, at which time he will assume command and coordinate operations by activating a functional Command Post.

4. Support Equipment

Upon Talbot Center receiving an authorized request for a Phase I of the Talbot County Emergency Medical Build-up, the following shall be dispatched (in addition to first due assignment):

1. 1 – Engine
2. 1 – Rescue
3. 3 – Ambulances
4. State Police Helicopter
5. 1 – Medic

The above listed equipment and personnel will be utilized in the rescue, triage, and transportation of patients from the scene.

5. Notifications

Talbot Center shall notify the following agencies and advise them of the initiation of Phase I of the Disaster Plan:

1. Easton Memorial Hospital – Ext. 5555 – E.R. Supervisor
2. Police Agencies
 - (1) Easton Police Dept. – Hot Line
 - (2) MD State Police – 410-822-3101
 - (3) Sheriff's Dept. – 410-822-1020
3. Director, Emergency Management Agency

2. PHASE II

1. Function

Phase II provides for additional services and increased coordination and command, as required, to support the local fire-rescue operations where there are numerous injured at an incident.

2. Initiation

Phase II shall be initiated under the following circumstances:

1. Incident with 13 – 20 injuries.
2. When sufficient information is received indicating conditions exist warranting a Phase II activation

3. Command

Incidents under Phase II shall be commanded by the ranking officer until the arrival of the next ranking officer from that station, at which time, he will assume command and coordinate operations by activating a functional command post.

4. Support Equipment

Upon Talbot Center receiving an authorized request for a Phase II of the Talbot County Emergency Medical Build-up, the following shall be dispatched:

1. Equipment listed in Phase I (A through E)
2. 5 – Ambulances
3. 1 – Engine
4. 2 – Medics
5. Emergency Management Director and/or Chief Dispatcher (handle communications at scene)

6. Public Information Officer (PIO)

Name:
Work #: Ext.:
Home #:
Mobile #:
Pager #:

5. Notifications

Talbot Center shall notify the following agencies and advise them of notification of Phase II of the Disaster Plan:

1. Memorial Hospital – Ext. 5555 – E.R. Supervisor

2. Police Agencies

(1) Easton Police Department – Hot Line

(2) MD State Police – 410-822-3101

(3) Sheriff's Dept. – 410-822-1020

3. County Health Officer

Name: John M. Ryan, MD
Work #: 410-822-2292
Home #: 410-822-4944
Mobile #: 410-253-0243
Pager #: 410-763-3845

3. PHASE III

1. Function

Phase III comprises a complete command and service organization for command and support of the fire-rescue operations where there are great numbers of injured at the incident.

2. Initiation

Phase III shall be initiated under the following conditions:

1. Incident with over 21 injuries.

2. When sufficient information is received indicating conditions exist warranting a Phase III activation.

3. Command

Incident under Phase III shall be command by the ranking officer until the arrival of the next ranking officer from that station, at which time, he will assume command and coordinate operations by activating a functional command post.

4. Support Equipment

Upon Talbot Center receiving an authorized request for a Phase III of the Talbot County Emergency Medical Build-up, the following should be dispatched:

1. Equipment listed in Phase I (A through E), Phase II (A through F).
2. 1 – Rescue
3. 5 – Ambulances

5. Notifications

Talbot Center shall notify the following agencies and advise that Phase III of the Disaster Plan is being initiated:

1. Memorial Hospital – Ext. 555 – E.R. Supervisor
2. Police Agencies
 - (1) Easton Police Department – Hot Line
 - (2) MD State Police – 410-822-3101
 - (3) Sheriff's Dept. – 410-822-1020
3. Off-Duty Dispatchers to report for duty
4. County Manager

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Emergency Operations Plan
Annex J
Law Enforcement
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APPENDIX A IDENTIFICATION FOR ACCESS TO RESTRICTED AREAS

Attachment 1 – FEMA FORM 12-11 Federal Employee Emergency ID Card

Attachment 2 – State of MD Emergency Management ID Card

Attachment 3 – Talbot County ID Cards – (Photo ID and Entry Pass)

Attachment 4 – Talbot County Emergency Mgmt. Agency Vehicle ID

APPENDIX B ALTERNATE HOUSING – JAIL

Talbot County
Emergency Operations Plan
Annex J
Law Enforcement

I. PURPOSE

This annex assigns responsibilities and provides coordination between the law enforcement agencies operating during emergencies.

II. SITUATION

During emergencies, law enforcement agencies must expand their operation to provide the increased protection required by disaster conditions. Numerous federal and state law enforcement agencies are available to support local enforcement agencies within Talbot County.

III. CONCEPT OF OPERATIONS

Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities include maintenance of law and order, traffic control, and crowd control. A provision must also be made to provide security to other public safety elements of local government.

A. Response

1. Maintain law and order.
2. Provide mobile units for warning.
3. Coordinate Emergency Operations Center (EOC) staff operations in law enforcement activities.
4. Provide security and traffic control.
5. Inspect critical facilities.
6. Provide security of key facilities.
7. Patrol evacuated area.
8. Provide security and traffic control to shelters.
9. Provide back-up communications to shelter operations.
10. Provide traffic and crowd control.
11. Control access to restricted areas.
12. Maintain records.
13. Provide RADEF support as appropriate.
14. Assist in the evacuation of disaster areas.

B. Recovery

1. Continue law enforcement activities.
2. Phase down as and when directed.
3. Release mutual aid resources.
4. Assist in damage assessment.
5. Assist in the return of evacuees to their homes.
6. Control access to restricted areas.

IV. ORGANIZATIONAL RESPONSIBILITIES

A. Sheriff's Department

1. Coordinate all law enforcement activities in the County.
2. Maintain law and order.
3. Provide for traffic control.
4. Provide security for key facilities and resources.
5. Provide mobile units for warning activities.
6. Support other emergency response activities.
7. Provide EOC support.
8. Provide RADEF support as appropriate.

B. Maryland State Police; Easton Town Police; Oxford Town Police; St. Michaels Town Police

1. Maintain law and order.
2. Provide traffic control.
3. Provide security for key facilities and resources.
4. Provide mobile units for warning activities.
5. Support other emergency response activities.
6. Provide support to the EOC.
7. Provide RADEF support as appropriate.

C. County Roads

Position and/or provide traffic control devices such as barricades, covers, and lights as requested.

V. DIRECTION AND CONTROL

The Talbot County Sheriff is responsible for coordinating emergency law enforcement activities within the County. Police agencies will have authority and responsibility within their designated jurisdiction. The Sheriff, or a designated representative, will serve as the law enforcement coordinator in the EOC. Routine law enforcement procedures will be followed where feasible. The

establishment of priorities and coordination between law enforcement units will be implemented through the EOC. State and federal support will be requested through the EOC but only after local resources have been expanded or deployed.

VI. ADMINISTRATION AND LOGISTICS

A. Communications

Law enforcement agencies will make maximum use of available communications resources. In addition to providing telephone communications in the EOC, the need to augment existing radio communications with other communications organizations must be given high priority.

B. Security

Law enforcement agencies will provide security for the EOC, reception centers, lodging and feeding facilities, emergency shelters, and all restricted areas.

C. Reports and Records

Law enforcement agencies will develop procedures for the timely submission of required reports and records as prescribed in the basic plan.

D. Resources

A complete listing of all resources available in the respective jurisdiction will be prepared by each law enforcement agency. This list will be compiled in the EOC and used as the basis for allocating resources, determining security needs for key facilities, and establishing priorities.

Talbot County
Emergency Operations Plan
Annex J
Appendix A
Identification for Access to Restricted Areas

I. GENERAL

The State Police, along with local police and fire and rescue services personnel, may bar access to restricted, controlled and security areas during emergencies, disasters, and exercises. However, Emergency Management Officials at the federal, state, and local levels may require entry into such areas in the official discharge of their responsibilities. The identification system as indicated in this document is established under the conditions hereinafter listed.

II. IDENTIFICATION CARDS

- A. The following officials, when presenting the identification card illustrated in attachments to this document and under the conditions listed in the following paragraphs, are authorized access to restricted, controlled, and security areas at all times.
1. Officials of the Federal Emergency Management Agency (FEMA) (Attachment 1).
 2. Officials of the Maryland Emergency Management Agency (Attachment 2).
 3. Officials of the Talbot County Government (County Council, County Manager, Department heads or others as may be specified by the Director of Emergency Management) (Attachment 3).
- B. Nothing in this document is to be construed to provide authority for any of the foregoing to interfere with federal, state, local or municipal public or private safety officials who are engaged in the conduct of their legal constituted responsibilities for the safety and protection of life and property.
- C. The officials equipped with the identification card listed above may enter restricted, controlled and security areas only when such entry is pursuant to the official and legal discharge of their responsibilities.
- D. Nothing in this document is to be construed to provide authority for entry into restricted and controlled areas which has been established by federal,

state, local or municipal public or private officials pursuant to their legal responsibilities for security.

III. TALBOT COUNTY IDENTIFICATION CARDS

The Talbot County Emergency Management Agency provides identification cards issued as follows:

A. Photo ID Cards

Photo ID Cards are provided to Emergency Management Staff and give holder entry into restricted areas in the performance of their Emergency Management duties. (Attachment 3).

B. Entry Passes

Entry Passes are provided to County Government Officials, Department heads and necessary personnel within given departments, and RACES personnel. Persons with Entry Passes must show a picture ID with the card to gain entry into restricted areas except for those considered to be unsafe (Attachment 3).

C. Vehicle Identification

This identification card in the window of a private or County vehicle permits entry of the vehicle into restricted areas as required (Attachment 4).

IV. CONTROL

Talbot County Identification cards are issued by the Talbot County Emergency Management Agency only. The Director of Emergency Management will maintain a list and strict accountability cards that have been issued and insure that the cards are returned when card holders leave the employment of Talbot County or are transferred to duties not requiring the card

Talbot County
Emergency Operations Plan
Annex J
Appendix B
Alternate Housing - Jail

I. POLICY

In the event of damage to the facility or the need for major maintenance, either of which prohibits the safe and secure housing of inmates, the Alternate Housing of inmates will be initiated.

This is not only limited to the above conditions. When the inmate population threatens facility security or an individual inmate's safety is of staff concern, alternate housing must be used.

II. ALTERNATE HOUSING

A. In the event of damage to the facility due to fire, natural disaster, inmate disturbance, hostage situation, etc., the inspecting officers will check the facility and the specific housing are of concern before returning inmates to detention. They will check:

1. Walls, floors, and ceilings for cracks, loose fittings, and seams. The services of a certified building inspector or contractor may be required in addition to the staff.
2. Doors, locks, windows, screens and bars to see if they still operate properly and still providing the necessary security.
3. Electrical wiring and outlets for breaks, exposed areas, etc. that may cause fire, shorts in the circuit, possible electrocution or any disruption of current within the facility. The services of a certified inspector or contractor may be required in the addition to the staff.
4. Plumbing/pipes, fixtures, etc. for leaks, breaks and the disruption of flowing water to all outlets within the facility.

B. When major maintenance must be done the warden will check with the manager in charge of works to see if work being performed will interfere with secure areas and to what extent. This will include cleaning up loose materials and tools at the end of each working day, checking if water or electric must be cut off to the living area for long periods, etc. Also, to be checked for is airborne dust, chemical vapors, exposed areas, etc. which

are a hazard to inmate and staff health or present a breach to the secure housing of inmates.

- C. In the case of all inmates whose personal safety cannot be ensured by placement in another cellblock, then ALTERNATE HOUSING must be considered.
- D. When the facility must be cleared of inmates for a few days due to damage from natural disaster, they will be moved to the Easton Armory.
- E. For longer periods of time and the situations listed in 1, 2, and 3, then ALTERNATE HOUSING will be considered, involving transfer to other facilities.
- F. The warden will determine the number of inmates to be considered for transfer. The following facilities will be contacted in this order:
 - 1. Queen Anne County
 - 2. Kent County
 - 3. Wicomico County
 - 4. Worcester County
- G. Inmates to be transferred will have a copy of their commitment and medical records sent with them. Those with close court dates, will be sent to the nearest facility if at all possible and their attorneys notified of their whereabouts.
- H. When repairs are completed and the facility has been approved by the appropriate staff, inmates will be returned to the facility as soon as reasonably possible.

Talbot County
Emergency Operations Plan
Annex K – Emergency Transportation

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- VI. ADMINISTRATION AND LOGISTICS
- VII. PLAN DEVELOPMENT AND MAINTENANCE

Talbot County
Emergency Operations Plan
Annex K
Emergency Transportation

I. PURPOSE

This annex addresses the considerations, responsibilities, and procedures necessary to provide emergency transportation to support evacuation operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

A number of potential hazards may make it necessary to evacuate centers of population. These hazards include hurricanes; accidents involving hazardous materials, terrorist actions and nuclear power plant disasters.

Plans for evacuating populations, maintaining essential services, and transporting critical workers depends on fuel resources, transportation fleet and road networks. Extreme congestion will lead to panic, abandoned vehicles, and total disruption of the evacuation process.

B. Assumptions

1. Most citizens will use private vehicles to evacuate.
2. Sufficient vehicles and fuel will be available to support evacuation efforts.
3. Transportation will have to be provided for those not having transportation of their own.
4. Specially equipped vehicles will be necessary to transport the handicapped, infirm, or other populations having special needs.
5. Evacuees from smaller outlying risk areas will compete for highway space with evacuees from larger risk areas.
6. Evacuation across state lines may be required.
7. Under the stressful conditions of evacuation, accidents, stalled vehicles, and anxiety may reduce roadway capacity for long periods. In addition,

traffic flow may break down completely if entering vehicles cause the capacity of the roadway to be exceeded for significant periods of time.

III. CONCEPT OF OPERATIONS

A. Response

1. Identify the number of people to be evacuated and means of transporting them.
2. Establish control points and initiate traffic control.
3. Designate centrally located pickup points for persons without private automobiles or other means of transportation.
4. Designate rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
5. Pre-position personnel, equipment, and supplies along evacuation routes and known traffic congested areas to remove disabled vehicles.
6. Establish policies that will govern the use of vehicles during the evacuation period.
7. Provide transportation for essential workers to commute to risk area as necessary.
8. **Reword**
9. Provide for the evacuation of the handicapped, elderly, and other special needs groups.

B. Recovery

1. Begin debris clearance on major roads and highways
2. Assess the extent of damage to state and locally maintained roads, bridges and begin repair.
3. Provide transportation for the return home of the elderly, handicapped, and special needs groups. Ensure that transportation is available for those evacuees having no transportation of their own.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

See Section IV of the Basic Plan

B. Responsibilities

1. Local

a. Emergency Management

- (1) Coordinate with agencies responsible for transportation to develop and maintain plans and procedures for emergency transportation.
- (2) Enter into agreements with the Board of Education and other organizations for the use of vehicles to support evacuation efforts.
- (3) Enter into agreements with private individuals for the use of 4-wheel drive vehicles to be used in emergencies.
- (4) Make arrangements with local agencies or private contractors for the use of specialized vehicles to transport the elderly, handicapped or other special needs groups.
- (5) Coordinate with law enforcement, county roads, public works and state highway to select evacuation routes and assembly points.
- (6) Provide emergency repair and towing service, emergency fuel service and information and assistance points.

b. Law Enforcement (Sheriff, Maryland State Police, Municipal Police)

- (1) Assist with the selection of evacuation routes, access points and traffic control points.
- (2) Implement access area and traffic control.

- (3) Provide land transportation for critical workers and equipment. The Maryland State Police (MSP) will provide air transportation for critical workers and equipment as required.

c. Public Schools

- (1) Provide buses and drivers to transport evacuees to shelter and provide specially equipped vehicles to transport the handicapped and elderly.
- (2) If school is in session, provide transportation for students at schools in areas to be evacuated.

d. Superintendent of Transportation – Public Schools

Coordinate all public and private transportation resources.

e. Roads Department

- (1) Provide advice on road conditions and recommend routes to be used for evacuation.
- (2) Mark evacuation routes, position barricades and other traffic control devices along evacuation routes and provide personnel to assist in manning control points.
- (3) Provide vehicles to transport evacuees.
- (4) Provide equipment and personnel to relocate essential resources (i.e. personnel, critical supplies and equipment) to shelter/reception areas.

f. Fire Service

Provide ambulances and personnel to assist with the evacuation of hospitals and nursing homes, as necessary.

g. Public Information Officer (PIO)

Prepare public information releases to advise residents of areas to be evacuated, evacuation routes to be used and assembly points for persons without private transportation.

2. State

Department of Natural Resources – DNR

Support evacuation efforts by providing water transportation for evacuees from special coastal areas. Establish access control points on the waterways when necessary.

V. DIRECTION AND CONTROL

The Talbot County Public School Superintendent of Transportation is responsible for coordinating all emergency transportation resources within Talbot County. The Superintendent will coordinate emergency transportation operations from the Emergency Operations Center (EOC).

VI. ADMINISTRATION AND LOGISTICS

A. Reports and Records

1. All agencies, organizations or private individuals providing emergency transportation shall submit a statement of costs incurred to the Director of Talbot County Emergency Management.
2. Estimates of damage to locally maintained roads, highways, and bridges will be submitted to the Director of Talbot County Emergency Management.
3. Estimates of damage and cost incurred will be forwarded to the Maryland Emergency Management Agency (MEMA) by the Director of Talbot County Emergency Management.

B. Resources

All agencies involved in emergency transportation shall develop and maintain lists of resources, to include vehicles, tow trucks, and equipment for debris removal.

C. Agreements and Understandings

As appropriate, agencies and organizations with assigned responsibilities for emergency transportation will enter into agreements with private sector organizations and/or individuals for the use of vehicles and equipment to augment emergency transportation capabilities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Agency is responsible for developing and maintaining Annex K – Emergency Transportation. All organizations with emergency management functions will develop and maintain procedures for performing in accordance with the responsibilities assigned in Paragraph IV.B.

TALBOT COUNTY
EMERGENCY OPERATIONS PLAN
ANNEX L – MASS FATALITY

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TALBOT COUNTY
EMERGENCY OPERATIONS PLAN

ANNEX L – MASS FATALITY

I. PURPOSE

This annex outlines responsibilities and establishes procedures to be follow in response to a mass fatality disaster.

II. SITUATION AND ASSUMPTIONS

A disaster resulting in mass casualties may occur with or without advance warning as a result of a transportation accident, explosion, building collapse, terrorist activity, or other such occurrence. Any mass casualty situation may have the potential for mass fatalities.

Although most local police and fire and rescue services are prepared to respond to single or multiple fatalities, a mass fatality situation may exceed local capabilities, and may require assistance from neighboring jurisdictions as well as state and federal agencies.

III. CONCEPT OF OPERATIONS

A. The Incident Commander shall have the responsibility for the management of available manpower and equipment necessary to properly care for the deceased.

B. If not previously accomplished, the Incident Commander shall establish disaster site communications and a command post with sufficient communications and other facilities for various agency commanders or their designees to coordinate/communicate with each other, as well as their personnel on site or at other locations, to include temporary morgues and the Emergency Operations Center (EOC).

The Incident Commander shall advise the Director of the Talbot County Emergency Management Agency of the need for any additional communications capabilities.

C. After the injured have been removed from the site, available personnel shall be reorganized to establish a disaster section. The disaster section shall be responsible for the recovery and disposition of the dead and the recovery and safeguarding of all personal property.

The Disaster Section shall be divided into four units as follows:

1. Recovery Unit – located at the scene of the disaster
2. Receiving Unit – Located at a temporary morgue.
3. Correlating Unit – Located near the receiving at the temporary morgue.
4. Information unit – Located at the fire station nearest the disaster site.

The recovery, receiving, and correlating units shall be under the supervision of the county medical examiner.

- D. The medical examiner shall confer with the incident commander, police, and fire and rescue services to determine the composition of each unit of the disaster section under his supervision and suitable site for use as a temporary morgue.
- E. The medical examiner shall supervise all temporary morgues and shall coordinate with the incident commander to provide guidance on the collection, identification and disposition of the dead.
- F. The incident commander shall advise the Director of the Talbot County Emergency Management Agency of the need for additional assistance, supplies or equipment.
- G. If the situation requires support from a broad range of local organizations, the Director of the Talbot county Emergency Management Agency shall coordinate the response of these organizations, and if necessary, request assistance from state and federal agencies through the Director of the Maryland Emergency Management Agency.

IV. ORGANIZATION AND RESPONSIBILITIES

A. General

The Talbot county Emergency Management Agency is responsible for coordination the county response to an emergency or disaster.

Within that coordination:

1. The Talbot County Health Officer (LHO) is responsible for the overall direction and control of health related personnel and resources committed

to the emergency health related personnel and resources committed to the emergency health and medical service.

2. The Maryland Institute for Emergency Medical Services System (MIEMSS) is responsible for supporting local emergency medical services (EMS) and coordinating emergency medical care for the critically ill or injured throughout the state.

B. Responsibilities

1. County Health Officer
 - a. In coordination with the Talbot County Emergency Management Agency, local EMS providers, hospitals, and others develop and maintain a current Annex L to the Emergency Management Plan.
 - b. Assist EMS providers in triage and casualty management.
 - c. Provide mobile emergency medical teams in cooperation with local hospitals, medical society, and local fire and rescue organizations.
 - d. Establish a medical/health section in the EOC.
 - e. Provide first-aid and other medical needs at mass care and reception centers.
 - f. Provide crisis counseling for disaster workers and victims.
 - g. Compile and maintain lists of all medical resources and facilities essential to disaster operations including medical supplies, personnel, hospitals, mortuary services, refrigerator trucks, telephone call-down lists, and enter into stand-by contracts as appropriate.
 - h. Determine the emergency capabilities of hospitals, nursing homes, and other medical facilities.
 - i. Coordinate a system of victim tracking and release of information with the local Public Information Officer (PIO), county medical examiner, hospitals, and EMS providers.

2. County Medical Examiner
 - a. Coordinate with the county health department in designating and supervising permanent and temporary morgues; supervise the collection, identification release and/or interment of the dead.
 - b. Provide the county health officer with a listing of the identified dead and descriptions of the identified dead and descriptions of the unidentified dead.
 - c. Insure that the supplies, equipment and resources necessary to deal with the deceased are available.
3. Maryland Institute for Emergency Medical Service Systems (MIEMSS)
 - a. Upon request of county health officer, assist and augment the local emergency medical service system.
 - b. Coordinate the provision of additional EMS support to the critically ill and injured patient as directed when local authorities request assistance.
4. Law Enforcement (Sheriff, MSP, Municipal Police)
 - a. Provide security and law enforcement at disaster scene.
 - b. Provide traffic control at disaster scene.
 - c. Coordinate with fire and rescue services to establish a Disaster Section.
 - d. Identify and care for the dead as authorized by the Medical Examiner.
 - e. Arrange the transport of the dead to the temporary morgues.
 - f. Safeguard the property of the deceased.
 - g. Notify the next of kin, assisted by the Maryland State police. (MSP)

5. Fire and Rescue Service
 - a. Coordinate with police services to establish a Disaster Section.
 - b. Provide space and telephones in the fire station nearest the disaster site to be used by the information unit of the Disaster team.
 - c. Provide extrication capabilities for the entrapped dead.
6. Emergency Management
 - a. Coordinate the response of local agencies and, when necessary, request additional assistance through the Director of the Maryland Emergency Management Agency or federal agencies.
 - b. Coordinate with the PIO on release of information.
 - c. Provide the Incident Commander with additional communications capabilities as necessary.
7. Maryland State Funeral Directors' Association (MSFDA)
 - a. Provide guidance and assistance in establishing temporary or permanent morgues.
 - b. Provide embalming services at temporary or permanent morgue.
 - c. Maintain lists of resources for supplies and equipment necessary to deal with a mass fatality situation.
8. Ministerial Association
 - a. Provide chaplain services at disaster site.
 - b. Provide comfort to relatives and friends awaiting news of their loved ones.

V. ADMINISTRATION AND LOGISTICS

A. Supplies and Equipment

1. Local response agencies shall maintain adequate supplies of tags, stakes, body bags, etc. to be used in the performance of normal duties.
2. Lists of the locations of resources necessary for an immediate response to a mass fatality disaster shall be available at the local level through the Emergency Management Office and the Health Department and at the state level – through the Maryland Emergency Management Agency (MEMA) and the Department of Health and Mental Hygiene (DHMH)

B. Temporary Morgues

1. Lists of sites suitable for use as temporary morgues shall be available at the local level from the Medical Examiner, the Emergency Management Office and the Health Department.
2. Lists of suitable sites will be available at the state level through MEMA and the Medical Examiner's Office.

C. Vital Statistics

The Medical Examiner shall provide the local health officer with a list of the dead and descriptions of the unidentified dead.

D. Recovered Property

1. Property or valuables lost or abandoned at the scene of a mass fatality disaster shall be properly recovered, properly safeguarded, itemized, and properly disposed of by the police.
2. Any property found at the scene of a mass fatality disaster which might be used to indicate the cause or manner of deaths or injuries shall be help by the police and processed as evidence.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The agencies specified in this annex are responsible for working with the Talbot County Emergency Management Agency Director in the development and maintenance of Annex L.

Talbot County
Emergency Operations Plan
Annex L – Mass Fatality
Appendix A - Standard Operating Procedures

I. DISASTER SITE

- A. Emergency Medical Services (EMS) personnel shall tag the deceased with gray/black triage tags.
- B. The Officer-in-Charge of the Recovery Unit shall assure that all necessary supplies are available, and shall advise the Health Officer of unmet needs.
 - 1. Body Bags
 - 2. Disaster/body tags and cord
 - 3. Telephone
 - 4. Telephone Log
 - 5. Indelible pens or markers
 - 6. Wooden stakes
 - 7. Hammer
- C. The Officer-in-Charge of the Recovery Unit shall establish a control point through which all dead bodies must be cleared when removed from the disaster site.
- D. The Medical Examiner shall view each body and authorize removal to a temporary morgue.
- E. Upon authorization for removal, public safety personnel from the Recovery Unit shall tag the body with a pre-numbered body/disaster tag.
- F. Body stakes shall be used to designate the location of the body before removal. A portion of the body tag shall be attached to this stake.

- G. Body location charts to indicate the location of each body in relation to other bodies, portions of the wreck or other landmarks shall be completed and maintained by public safety personnel from the Recovery Unit.
- H. The body and personal effects shall be photographed. The photograph shall include the stake numbered to correspond to the body. These photographs will be used to correlate additional information pertaining to the deceased.
- I. Personal items of identification or valuables shall not be removed from a body unless done so by the Medical Examiner assigned to the body.
- K. Upon completion of the above actions, the body may be removed to a place designated by the Medical Examiner.
- L. The Officer-in-Charge of the Recovery Unit shall advise the Incident Commander of supply and transportation needs.
- M. The Officer-in-Charge of the Recovery Unit shall advise the Medical Examiner of the number of dead. The Medical Examiner shall relay this information to the Public Information Officer (PIO).
- N. After removal of all bodies, a detailed search of the scene shall be made for dismembered bodies and personal property. If found, such items shall be:
 - 1. Photographed in their original position.
 - 2. Tagged as to location and condition under which found. This information shall be entered on the appropriate form.
 - 3. Marked by a small stake placed at the original location. A tag giving pertinent information concerning the recovered item shall be attached to this stake.
 - 4. Forwarded to the Officer-in-Charge of the Receiving Unit at the temporary morgue.

II. TEMPORARY MORGUE

- A. When a large number of deceased persons are anticipated, the Medical Examiner and the Incident Commander shall determine a suitable site for use as a temporary morgue. Listings of the suitable locations shall be available, as developed, at the

local Emergency Operations Center, the Health Department, and the Maryland Emergency Management Agency (MEMA).

A suitable site for a temporary morgue should:

1. Be a large building such as a hangar, armory or warehouse
2. Be well ventilated
3. Provide privacy and security

If embalming is to take place, the site must have:

1. An adequate water supply
2. Good ventilation
3. A well-drained floor
4. An adequate number of tables

- B. The Medical Examiner shall supervise all temporary and permanent morgues.
- C. If necessary, the Medical Examiner shall coordinate with the Maryland State Funeral Directors' Association (FSFDA) to provide embalming services at the temporary morgue.
- D. The Receiving Unit, under the supervision of the Officer-in-Charge, shall maintain order, provide clerical support, provide for the safekeeping of personal property remaining on the dead bodies, and, when necessary, establish the identity of the deceased at the temporary morgue.
- E. The Officer-in-Charge of the Receiving Unit shall assure that the necessary supplies and equipment are available.
 1. Property Inventory forms
 2. Property Envelopes
 3. Ledger Book
 4. Available telephones

5. Portable Identification Kits
 6. Photographic equipment
 7. Manila folders
 8. Personal appearance and property forms
 9. Pens and pencils
- F. The Receiving Unit shall set up a Reception-Examination Room in the temporary morgue, and arrange all bodies in numerical order.
- G. The Officer-in-Charge of the Receiving Unit shall advise the Incident Commander of the need for refrigerator trucks in which to store bodies awaiting disposition.
1. When possible, refrigerator trucks shall be parked within the temporary morgue facility, or in a secured area near the building.
 2. The interiors of the trucks shall be protected by heavy plastic sheeting.
 3. The name of the company loaning the truck shall be masked to protect the company.
- H. The Officer-in-Charge of the Receiving Unit shall advise the Incident Commander of the need for additional space, supplies or equipment.
- I. The Officer-in-Charge of the Receiving Unit shall advise the Incident Commander of the transportation needs to remove bodies from the temporary morgue to the Office of Postmortem Examiners, Baltimore, Maryland.
- J. The Officer-in-Charge of the Receiving Unit shall advise the Incident commander of cleanup needs when the temporary morgue and refrigerator truck are no longer needed.

III. IDENTIFICATION OF THE DECEASED

Identification and autopsy of the dead will usually take place at the Office of Postmortem Examiners, Baltimore, Maryland. However, if the disaster is of such magnitude that identification will need to be accomplished at the temporary morgue, the procedures listed below shall be as followed.

- A. Identification of the deceased shall be the responsibility of the Receiving Unit.
1. A member of the Receiving Unit shall verify that the number attached to the body bag matches that attached to the body.
 2. All information appearing on the tag with a description of clothing and personal property shall be entered on a Personal Appearance and Property form.
 3. The Medical Examiner shall examine the body to determine as nearly as possible:
 - a. Any possible visual identification
 - b. The age and sex
 - c. The color of skin, hair, eyes etc.
 - d. Approximate height and weight
 - e. Any scars, marks, tattoos, etc.
 - f. Condition of teeth (extractions, fillings, dentures, etc.)
 4. Upon authorization of the Medical Examiner, two (2) sets of fingerprints shall be taken of each hand. The tag number shall be recorded on each strip and the strip attached to the Personal Appearance and Property Form.
 5. As necessary, the body shall be photographed with the identification number clearly shown. The photograph shall be attached to the Personal Appearance and Property form.
 6. Personal effects shall be removed from the body and a description of these effects entered on the Property Inventory Form. All effects shall be placed in a Property Envelope bearing the same number as the body, and given to

the Officer-in-Charge of the Receiving Unit for safekeeping until further disposition is authorized by the Medical Examiner.

7. Upon completion of the examination, the tagged body shall be removed to a location designated by the Medical Examiner to await claim or further identification.
8. The Information Unit, located at the fire station nearest the disaster site, shall be responsible for collecting information pertaining to the unidentified dead.
9. The Information Unit shall obtain lists of passengers, lists of tenants or other such lists from the responsible agency.
10. Relatives of those on these lists shall be contacted by members of the Information Unit to obtain the following information which shall be cored on a Personal History Form.

Note: Personnel shall assure that the relatives have been properly notified before this information is requested.

- a. The complete name of the victim
 - b. A detailed physical description of the vehicle
 - c. A detailed description of the clothing and personal property of the victim
 - d. The name and address of the victim's dentist and any dental records.
 - e. The name and address of the victim's physician and any medical history.
 - f. Information as to whether the victim has ever been fingerprinted and the name of the fingerprinted agency.
11. Members of the Information Unit shall contact all hospitals in the area of the disaster to determine if any injured were removed from the scene by passers-by and admitted to a hospital.
 12. All inquiries concerning possible victims shall be directed to the Information Unit.

13. The Correlating Unit located at the temporary morgue shall have the responsibility for correlating all information received from the Information and Receiving Units for the purpose of identifying the dead and the proper disposition of all recovered property and personal effects.
 - a. Positive identification should be made through fingerprints when possible.
 - b. Personal viewing of dead bodies should be utilized only as a last resort for positive identification, and then only if the body is intact and not offensive to the viewer.
14. A large identification wall chart containing basic identification information of the unidentified victims shall be maintained at the temporary morgue. This information will be used to associate characteristics of identification which may be acquired from relatives or friends, i.e., scars, tattoos, jewelry.
15. When assistance with identification is needed from the FBI Disaster Team, the request will be made through the Chief of the Identification Division of the Maryland State Police (MSP).
16. The Medical Examiner shall forward lists of the dead and descriptions of the unidentified dead to the Health Officer.

IV. NOTIFICATION OF THE NEXT OF KIN

When positive identification has been established, notification of the next of kin shall be made.

- A. Sheriff/local police personnel shall notify next of kin of those victims residing in their jurisdictions.
- B. Upon request, MSP shall assist the Sheriff and local police in notification of next of kin. When the deceased is a resident of another state, MSP will forward the information the state police of the appropriate state.

V. DISPOSITION OF THE DEAD

- A. The Medical Examiner shall authorize the release of the deceased and all personal effects found with the deceased to the appropriate responsible individual for the purpose of interment.
- B. The Medical Examiner shall provide guidance for the disposition of the unidentified or unclaimed dead.
- C. If a disaster results in an extraordinary number of fatalities, a temporary cemetery may be necessary. The Medical Examiner's Office shall provide guidance for determining suitable sites for a temporary cemetery and the military, when authorized, shall provide personnel and equipment to assist in establishing the cemetery and preparing the necessary grave registration records.

VI. STRESS MANAGEMENT

The Health Officer shall coordinate with all emergency services involved in the disaster response to provide a program of crisis counseling for disaster workers.

- A. The Officer-in-Charge of each unit shall provide "step-down" periods for all disaster workers (work periods in which workers are not dealing with death – preparing reports, filing documents, etc.)
- B. The Health Department will coordinate with police, fire and rescue services to provide a debriefing session for disaster workers, before workers are sent home for the day.

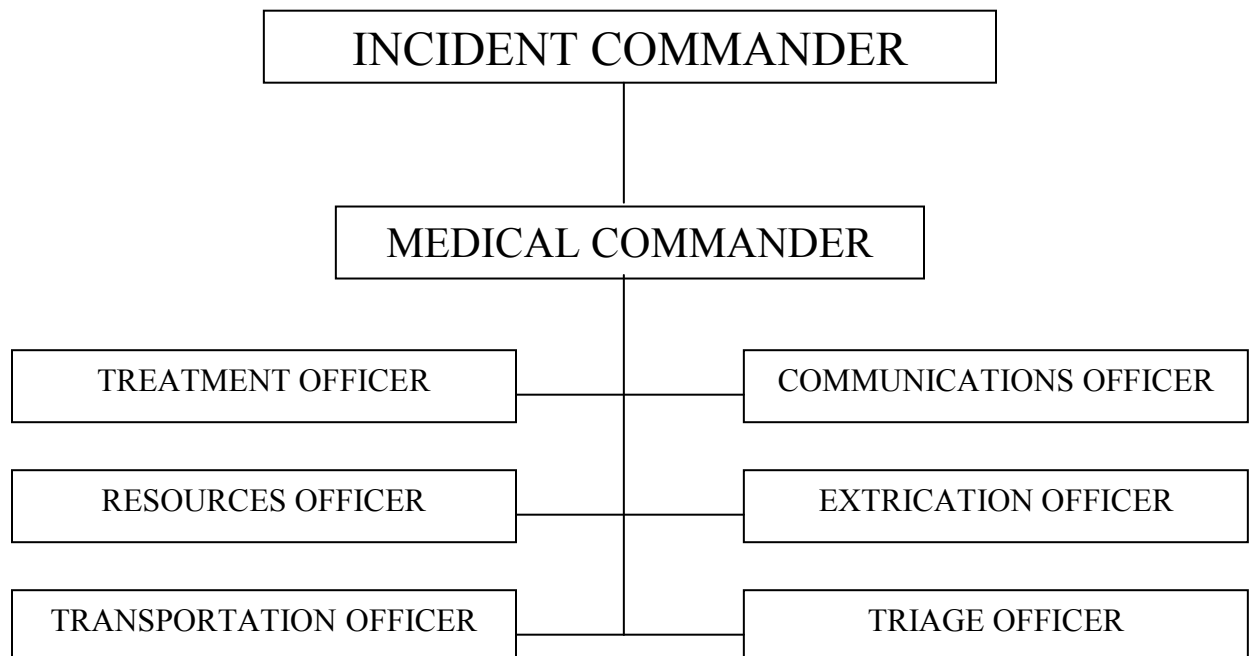
VII. PUBLIC INFORMATION

Under no circumstances should any member of a Disaster Section provide any news media, either directly or indirectly, with information pertaining to the disaster.

- A. All questions concerning matters of identification shall be referred to the Information Unit of the Disaster Section.
- B. The Public Information Officer (PIO) shall be responsible for the release of information concerning the disaster to the news media, and will coordinate with the local Health Officer on the release of names of the victims, once next of kin have been properly notified.

- C. If the disaster is of such magnitude as to require state and federal assistance, the local PIO and Health Officer shall coordinate with the state PIO on the release of information.

CHAIN OF COMAND FOR MASS CASUALTY INCIDENTS



INCIDENT COMMANDER

1. IN CHARGE OVERALL
2. DETERMINES WHICH PART OF GUIDE USED OR CHANGES TO BE MADE.
3. DESIGNATES MEDICAL COMMANDER.
4. COORDINATES WITH MEDICAL COMMANDER ON AREAS OF MEDICAL OPERATIONS TO PREVENT SPACE CONFLICTS WITH FIRE OPERATIONS.
5. ESTABLISHES COMMAND POST



FIRE SUPPRESSION COMMANDER



FIRE RESOURCES OFFICER



SECURITY COMMANDER



PUBLIC INFORMATION COORDINATOR



OTHER

MEDICAL COMMANDER

(May be Incident Commander)

MISSION: Direction and Control of Medical Effort



DESIGNATE COMMUNICATIONS OFFICER



MAKE RAPID ASSESSMENT OF INCIDENT

(number of Casualties by Type)



INFORM COMMUNICATIONS OFFICER OF
ASSESSMENT FOR RELAY TO TALBOT CTR.



CHECK WITH INCIDENT COMMANDER TO
DETERMINE IF SAFE TO BEGIN OPERATIONS



COORDINATE WITH INCIDENT COMMANDER
ON AREAS OF MEDICAL OPERATIONS TO
PREVENT SPACE CONFLICTS WITH FIRE
OPERATIONS.



MEDICAL COMMANDER (continued)



_____ DESIGNATE AND ASSUMBLE THE FOLLOWING OFFICERS, IF NECESSARY:

_____ EXTRICATION: _____

_____ TRIAGE: _____

_____ TRANSPORTATION: _____

_____ RESOURCES: _____

_____ COMMUNICATIONS: _____



_____ INFORM OFFICERS ABOVE OF THE FOLLOWING:

_____ LOCATION OF MEDICAL COMMAND POST

_____ INFORMATION ON ANY CHANGES TO THIS GUIDE

_____ ALL PRESENT AND INCOMING RESOURCES WILL BE ASSIGNED ONLY BY MEDICAL RESOURCES OFFICER

_____ AREAS OF MEDICAL OPERATIONS

_____ THEY ARE TO GIVE THEIR RESOURCE NEEDS TO MEDICAL RESOURCES OFFICER AS SOON AS POSSIBLE

_____ THEN RELEASE THEM SO THEY MAY BEGIN THEIR ASSIGNED TASKS

MEDICAL COMMANDER (continued)



_____ (a) OBTAIN LOCATIONS OF EXTRICATION,
TRIAGE, TREATMENT, TRANSPORTATION,
AND RESOURCES CPS (IF NOT COMBINED
WITH MEDICAL CP) PLOT



_____ (b) OBTAIN INFORMATION ON TRIAGE/
TREATMENT AREA LAYOUTS FROM THE
TRAIGE AND TREATMENT OFFICERS PLOT



_____ (c) GET INFORMATION ON ENTRY/EXIT
AMBULANCE ROUTES FROM
TRANSPORTATION OFFICER PLOT



_____ INFORM INCIDENT COMMANDER AND ALL
OTHER OICs OF (a), (b), and (c) ABOVE



_____ GET REPORTS FROM EXTRICATION, TRIAGE,
TREATMENT, TRANSPORTATION AND
RESOURCES OFFICERS. INFORM INCIDENT
COMMANDER



MEDICAL COMMANDER (continued)



_____ DETERMINE NEED FOR HELICOPTER(S) WITH
TRANSPORTATION OFFICER. COORDINATE
WITH INCIDENT COMMANDER AND
TRANSPORTATION OFFICER ON LOCATION(S)
OF LANDING ZONE(S)



_____ DIRECT COMMUNICATIONS OFFICER TO
REQUEST HELICOPTER(S)



_____ COORDINATE WITH TREATMENT OFFICER AND
DETERMINE NEED FOR MIEMSS "GO" TEAM
AND REQUEST TEAM, IF NEEDED



_____ DETERMINE NEED FOR MOBILE TREATMENT/
STABILIZATION TEAMS AND MAKE
NECESSARY ARRANGEMENTS



_____ HAVE COMMUNICATIONS OFFICER ALERT
MEDICAL EXAMINER THROUGH TALBOT CTR.



MEDICAL COMMANDER (continued)



_____ ASSEMBLE MEDICAL CP STAFF; ASSIGN
TASKS, DESIGNATE ALTERNATE MEDICAL
COMMANDER



_____ REASSIGN PERSONNEL WHEREVER
NECESSARY AND TAKE ACTIONS TO CORRECT
ANY PROBLEMS



_____ AFTER ALL CASUALTIES DISPATCHED, MAKE
ARRANGEMENTS FOR MOVEMENT OF
UNINJURED, COORDINATE WITH
TRANSPORTATION OFFICER



_____ AS EXTRICATION, TRIAGE, TREATMENT, OR
TRANSPORTATION FUNCTIONS REDUCE,
REASSIGN PEOPLE, IF NECESSARY



_____ BEGIN REDUCING OR RELIEVING ALL STAFF,
AS NECESSARY, CHECK WITH INCIDENT
COMMANDER

COMMUNICATIONS OFFICER

MISSION: Establish and maintain contact with Talbot Center, provide communications needs of all Commanders and relay information between Talbot Center and all Commanders.



_____ CONTACT TALBOT CENTER, IMMEDIATELY AND REQUEST ASSIGNMENT OF MEDICAL (MED) RADIO CHANNEL FOR DURATION OF EMERGENCY



_____ INFORM TALBOT CENTER OF MEDICAL COMMANDER'S ASSESSMENT. REQUEST NAMES OF HOSPITALS AND SPECIALTY TREATMENT CENTERS AND THE NUMBER OF CASUALTIES EACH CAN HANDLE



_____ PROVIDE TALBOT CENTER INFORMATION WHEN RECEIVED TO TRANSPORTATION OFFICER



_____ INFORM RESOURCES OFFICER ON EQUIPMENT/SUPPLY/MANPOWER NEEDS FOR COMMUNICATIONS OPERATIONS



COMMUNICATIONS OFFICER
(continued)



ESTABLISH COMMUNICATIONS COMMAND
POST (CP) LOCATION



ASSEMBLE NECESSARY PERSONNEL FOR
COMMUNICATIONS AND ASSIGN TASKS,
DESIGNATE ALTERNATE COMMUNICATIONS
OFFICER



PROVIDE SITUATION REPORTS TO MEDICAL
COMMANDER AND TALBOT CENTER



CONSULT WITH EXTRICATION, TRAIGE,
TREATMENT, AND TRANSPORTATION
OFFICERS ON COMMUNICATIONS NEEDS,
TAKE NECESSARY ACTION



MATCH COMMUNICATIONS NEEDS WITH
EQUIPMENT IMMEDIATELY AVAILABLE;
ASSIGN, BY PRIORITY; KEEP MEDICAL
COMMANDER INFORMED ON THIS



COMMUNICATIONS OFFICER
(continued)



_____ MATCH COMMUNICATIONS NEEDS WITH
EQUIPMENT IMMEDIATELY AVAILABLE AND
ASSIGN BY PRIORITY, KEEPING MEDICAL
COMMANDER INFORMED ON THIS



_____ CHECK WITH RESOURCES OFFICER ON
SECURING UNMET COMMUNICATIONS NEEDS
USING ANY AVAILABLE RESOURCES, ASSIGN
WHEN RECEIVED



_____ IF POSSIBLE, INSURE NO RADIO SYSTEM GETS
TRAFFIC OVERLOAD



_____ RELIEVE, SHIFT OR REDUCE COMMUNICA-
TIONS PERSONNEL, AS NECESSARY

EXTRICATION OFFICER

MISSION: Remove Casualties to Triage



_____ CHECK WITH MEDICAL COMMANDER ON
WHETHER SAFE TO BEGIN EXTRICATION



_____ CHECK WITH TRIAGE OFFICER ON LOCATION
OF TRIAGE AREA



_____ COORDINATE WITH RESOURCES OFFICER ON
GETTING MANPOWER LINED UP



_____ ASSEMBLE TEAMS AND DESIGNATE OFFICER
IN CHARGE (OIC) FOR EACH; ASSIGN EACH
TEAM TO PARTICULAR AREA OF
RESPONSIBILITY.

TEAM 1 OIC _____ RESPONSIBILITY _____

TEAM 2 OIC _____ RESPONSIBILITY _____

TEAM 3 OIC _____ RESPONSIBILITY _____

TEAM 4 OIC _____ RESPONSIBILITY _____

TEAM 5 OIC _____ RESPONSIBILITY _____



EXTRICATION OFFICER (continued)



_____ ASSEMBLE ALL TEAMS OICs – INFORM ALL OF:

_____ LOCATION OF EXTRICATION COMMAND POST

_____ LOCATION OF TRIAGE AREA ENTRY POINT

_____ THAT THEY ARE TO INFORM EXTRICATION COMMAND
POST OF SPECIAL EQUIPMENT AND OPERATOR NEEDS



_____ RELAY SPECIAL EQUIPMENT AND OPERATOR
NEEDS OF OICs TO RESOURCES OFFICER



_____ ASSEMBLE EXTRICATION CP STAFF AND
MAKE TASK ASSIGNMENTS; DESIGNATE
ALTERNATE EXTRICATION OFFICER



_____ COMPILE INFORMATION ON TYPES OF
CASUALTIES, NUMBERS AND SITUATION



EXTRICATION OFFICER (continued)



_____ INFORM MEDICAL COMMANDER OF:

- (a) LOCATION OF EXTRICATION CP
- (b) PLAN OF EXTRICATION-NUMBER OF TEAMS AND OICs FOR EACH AND
- (c) REPORT ON TYPES OF CASUALTIES, NUMBERS, TIME FRAMES AND SITUATION



_____ KEEP MEDICAL COMMANDER INFORMED ON SITUATION, WHAT HAS BEEN REQUESTED, WHAT HAS BEEN PROVIDED OR NOT PROVIDED, AND ANY CHANGES IN OPERATIONS



_____ BEGIN RELIEVING, SHIFTING OR REDUCING TEAMS, AS NECESSARY

TRIAGE OFFICER

MISSION: Tag Casualties



COORDINATE WITH TREATMENT OFFICER ON
LOCATION OF TRIAGE/TREATMENT AND
TEMPORARY MORGUE AREAS



INFORM EXTRICATION OFFICER ON LOCATION
OF AREAS ABOVE



ESTABLISH TRIAGE COMMAND POST (CP)
LOCATION; ASSEMBLE STAFF IF NECESSARY
AND DESIGNATE ALTERNATE TRIAGE OFFICER



INFORM RESOURCES OFFICER OF NEEDED
MANPOWER/SUPPLY/MATERIAL NEEDS



BEGIN TRIAGE OF CASUALTIES AS THEY
ARRIVE. AS CASUALTIES ARE TRIAGED,
INFORM TREATMENT OFFICER, INCLUDING
INFORMATION ON CASUALTIES NEEDING
SPECIALTY TREATMENT



TRIAGE OFFICER (continued)



_____ KEEP TRANSPORTATION OFFICER INFORMED
OF NUMBER OF CASUALTIES, PERIODICALLY



_____ KEEP MEDICAL COMMANDER INFORMED



_____ BEGIN RELIEVING OR REDUCING STAFF, AS
NECESSARY

TREATMENT OFFICER

MISSION: Stabilize/Treat Casualties



COORDINATE WITH TRIAGE OFFICER ON
LOCATIONS OF TRIAGE/TREATMENT AREAS
AND THEIR ORGANIZATION; INCLUDE
CASUALTY FLOW



INFORM RESOURCES OFFICER OF
MANPOWER/EQUIPMENT/SUPPLY NEEDS



ESTABLISH TREATMENT COMMAND POST (CP)
LOCATION



ASSEMBLE STAFF AS NECESSARY; DESIGNATE
ALTERNATE TREATMENT OFFICER AND
ASSIGN STAFF TO NECESSARY TASKS IN
TREATMENT AREAS WITH OFFICER IN CHARGE
(OIC) OF EACH



COORDINATE WITH TRANSPORTATION
OFFICER ON TREATMENT AREA EXIT POINT(S)



TREATMENT OFFICER (continued)



OVERSEE STABILIZATION/TREATMENT OF
CASUALTIES AFTER THEY HAVE BEEN TRIAGED



MAKE SURE TRANSPORTATION OFFICER
KNOWS WHICH CASUALTIES TO BE SENT TO
SPECIALTY TREATMENT CENTERS



REPORT TO MEDICAL COMMANDER ON
SITUATION, LOCATIONS OF TREATMENT CP,
TREATMENT AND TEMPORARY MORGUE
AREAS



IF MIEMSS "GO" TEAM ARRIVES, BRIEF ITS OIC
AND TAKE ACTION TO SUPPORT TEAM'S
OPERATIONS



PROVIDE REPORT UPDATES TO MEDICAL
COMMANDER AND TRANSPORTATION
OFFICER PERIODICALLY



BEGIN REDUCING, SHIFTING OR RELIEVING
TREATMENT PERSONNEL, AS NECESSARY

TRANSPORTATION OFFICER

MISSION: Organize dispatch of casualties to hospitals/specialty treatment centers.



_____ COORDINATE WITH TREATMENT OFFICER ON FLOW OF CASUALTIES FROM TREATMENT AREAS TO TRANSPORTATION PICKUP POINT



_____ OBTAIN FROM COMMUNICATIONS OFFICER NAMES OF HOSPITALS (INCLUDING SPECIALTY TREATMENT CENTERS) AND NUMBER OF CASUALTIES EACH CAN TAKE. NOTE BELOW OR ON CLIPBOARD

HOSPITAL	SPECIALTY	# OF CASUALTY SPACES	# OF CASUALTIES SENT



TRANSPORTATION OFFICER (continued)



COORDINATE WITH MEDICAL AND FIRE SIDE
RESOURCES OFFICERS ON AMBULANCE
STAGING AREA LOCATIONS AND ENTRY/EXIT
FLOW OF AMBULANCES



GET REPORTS ON NUMBER OF CASUALTIES BY
TYPE FROM TRIAGE OFFICERS. UPDATE
PERIODICALLY SO INFORMATION IS CURRENT



INFORM RESOURCES OFFICER OF MANPOWER/
EQUIPMENT SUPPLY NEEDS



COORDINATE WITH MEDICAL COMMANDER
ON HELICOPTER LANDING ZONE(S)



ESTABLISH TRANSPORTATION COMMAND
POST (CP) LOCATION



ASSEMBLE STAFF AND MAKE ASSIGNMENTS;
DESIGNATE ALTERNATE TRANSPORTATION
OFFICER



TRANSPORTATION OFFICER (continued)



_____ BEGIN LINING UP AMBULANCES AT PICKUP
POINT



_____ AS CASUALTIES ARRIVE FROM TREATMENT
AREAS, DISPATCH BY AMBULANCE OR
HELICOPTER TO APPROPRIATE HOSPITAL OR
SPECIALTY TREATMENT CENTER ACCORDING
TO TRIAGE TAG

NOTE #1: Keep records of casualties sent to each
facility and do not exceed number each has
indicated it can handle

NOTE #2: Insure each ambulance driver knows
location of hospital to which they are
dispatched and is clear on directions

NOTE #3: check with treatment officer to identify
casualties designated for specialty treatment
centers



TRANSPORTATION OFFICER (continued)



____ PROVIDE REPORTS TO MEDICAL COMMANDER
ON LOCATION OF TRANSPORTATION CP,
ENTRY/EXIT FLOW OF AMBULANCES AND ANY
OTHER PERTINENT INFORMATION. KEEP
MEDICAL COMMANDER UPDATED
REGULARLY



____ BEGIN RELIEVING, SHIFTING OR REDUCING
TRANSPORTATION STAFF, AS NECESSARY

RESOURCES OFFICER

(May be combined by Incident Commander with Fire Resources Officer)

MISSION: Provide manpower, equipment, and supplies as requested from whatever source available.



COORDINATE WITH FIRE RESOURCES OFFICER FIRST AND THEN EXTRICATION, TRIAGE, TREATMENT AND TRANSPORTATION OFFICERS AND GET MANPOWER/EQUIPMENT/SUPPLY NEEDS FROM EACH



ESTABLISH RESOURCES COMMAND POST (CP) LOCATION



ASSIGN AVAILABLE PERSONNEL ON SCENE TO EXTRICATION, TRIAGE, TREATMENT AND TRANSPORTATION, IN THAT ORDER. IF POSSIBLE, ASSIGN BY UNITS FROM WHICH THEY COME



RESOURCES OFFICER (continued)



ASSESS WHAT IS ON HAND, WHAT IS NEEDED
AND REQUEST THROUGH COMMUNICATIONS
OFFICER ADDITIONAL RESOURCES.
COORDINATE WITH THE FIRE RESOURCES
OFFICER BEFORE TRANSMITTING REQUESTS



ASSEMBLE RESOURCES STAFF-PROVIDE
TASKS ASSIGNMENTS FOR EACH AND
DESIGNATE ALTERNATE RESOURCES OFFICER



KEEP TRACK OF RESOURCE REQUESTS, WHAT
IS RECEIVED, BY WHOM USED AND WHEN
RETURNED



PROVIDE REPORT TO MEDICAL COMMANDER
ON RESOURCES CP LOCATION, STATUS OF
RESOURCES ON HAND, REQUESTED AND
RECEIVED AND ANY PROBLEMS
ENCOUNTERED. PROVIDE SAME REPORT TO
FIRE RESOURCES OFFICER. KEEP BOTH
REGULARLY INFORMED



RESOURCES OFFICER (continued)



_____ BEGIN REDUCING, SHIFTING OR RELIEVING
RESOURCES, AS NECESSARY

TALBOT COUNTY EMERGENCY OPERATIONS PLAN



ANNEX M HAZARDOUS MATERIALS

Prepared by:

**Talbot County Emergency Management Agency
605 Port Street
Easton, MD 21601
410-770-8160**

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE
DISTRIBUTION LIST

AGENCY/DEPARTMENT	PLAN #
County Council	1
County Manager	2
County Attorney	3
Superintendent of Public Schools	4
Public Works	5
Sheriff	6
Health Officer	7
County Roads	8
State Roads	9
Parks and Recreation	10
Red Cross	11
Maryland State Police, Easton Barrack	12
Maryland State Police, Pikesville Barrack	13
Easton Town Police	14
Oxford Town Police	15
St. Michaels Town Police	16
Talbot County Fireman's Association	17
Maryland Emergency Management Agency	18
USDA Food and Agricultural Council	19
Talbot County Emergency Management Agency	20
Talbot County Emergency Management Agency	21
Talbot County Emergency Management Agency	22
MIEMSS	23
Social Services	24
Memorial Hospital	25
Talbot Co. Emergency Planning Committee Chair	26
Talbot Co. Emergency Planning Committee Co-Chair	27
Talbot Co. Emergency Planning Committee Coord.	28
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1. Each fixed facility covered in the plan is to also receive a completed copy of the plan.
2. Site Plans for facilities which may affect another county will be provided to that jurisdiction's Emergency Management Office for their use.

TALBOT COUNTY, MARYLAND

LOCAL EMERGENCY PLANNING COMMITTEE

This annex to the Talbot County Operations Plan is adopted as the Talbot County, Maryland Hazardous Materials Emergency Response Plan in accordance with the Superfund Amendments and Reauthorization Act of 1986 (SARA, Title III).

PROMULGATION DOCUMENT

President, County Council of Talbot County

Date

Vice-President, County Council of Talbot County

Date

County Council of Talbot County Member

Date

County Council of Talbot County Member

Date

County Council of Talbot County Member

Date

Chairman, Talbot County LEPC

Date

Co-Chairman, LEPC

Date

Director, Talbot County Emergency Management

Date

Talbot County Hazardous Materials Coordinator

Date

President, Talbot County Vol. Fireman's Assoc.

Date

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	CHANGE DESCRIPTION	CHANGE MADE BY

Talbot County
Emergency Operations Plan
Annex M - Hazardous Materials Plan

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ANNEX M
TALBOT COUNTY
HAZARDOUS MATERIALS PLAN

I. PURPOSE

This plan is intended to provide direction on Talbot County's response to hazardous materials incidents affecting the county. It describes, to the extent possible, actions to be taken in the event of a hazardous materials accident/incident. It assigns responsibilities for notification, response and support to various departments and agencies within the jurisdictional boundaries of Talbot County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Talbot County is centrally located on Maryland's Eastern Shore about 70 miles southeast of Washington, D.C., 59 miles south of Baltimore City, and 75 miles inland from the Atlantic Ocean. The Choptank River is the southern boundary; the Choptank River is the eastern boundary and the Chesapeake Bay is its western boundary.
2. According to the 2000 census, the population of Talbot County is approximately 33,800. The highest concentration of residents live in the incorporated municipalities of Easton, St. Michael's, Trappe and Oxford.
3. The northern and southern areas of the county are primarily an agricultural area with farming, along with several allied industries, being the primary source of income. The western area of the county relies mainly on the seafood industry, small family business operations and tourism for its livelihood. The heaviest industrialized area is within the city of Easton. Agriculture is Talbot County's largest industry.
4. The topography is flat, ranging from approximately sea level to 72 feet above sea level. There are three basic land regions; well-drained farm land, poorly drained timber land, and the tidal marshes. The county covers an area of 279 square miles of land and 654 miles of shoreline.
5. US Route 50 runs through the center of the county and is heavily utilized year around by automobile and truck traffic, the heaviest from March through November. The highway is a major artery for the trucking industry.
6. There is considerable boat traffic on the Chesapeake Bay, Miles, Tred Avon and Choptank rivers and their tributaries. This traffic includes pleasure as well as work boats.
7. The climate is mild with an average temperature of 57 degrees. Average annual rainfall is 43.4 inches and average yearly snowfall is 15.4 inches.
8. A broad variety of hazardous materials are transported by motor vehicle and boat in and through Talbot County. Additionally, there are fixed facilities which use, store, or produce hazardous materials in their daily activities. In the event of an accident, these materials can present an immediate threat to life, property, and the natural environment.

9. Site specific plans which depict the vulnerability zone, adjacent facilities and possible evacuation routes have been developed for facilities submitting Tier II Reports.
10. The potential scope and impact of a hazardous material incident may vary from a minor emergency requiring minimum response to a major emergency which requires maximum response, depending on the time of day, weather conditions, time of the year, warning time, location, population density and the type of hazardous material involved.

B. Assumptions

1. The fixed hazardous material sites in Talbot County, Maryland subject to the Superfund Amendment and Reauthorization Act (SARA) Title III reporting requirements provide the potential for chemical releases which could affect the health of persons living in locations of risk defined by the Emergency Planning Zones.
2. The amount of time available to determine the severity of the incident will impact the protective action recommendations.
3. If a health threat is assessed, protective action recommendations may be announced using the Emergency Alert System (EAS) either advising the public to shelter themselves in their home or to evacuate the area.
4. Local emergency forces may not possess the special knowledge, techniques and equipment required for effective response to a hazardous materials incident.
5. Assistance is available from the state, federal and private sectors.
6. Local emergency forces will have to contend with the situation until outside assistance arrives.

C. Planning Factors

1. Sensitive Institutions

a. Schools (Public)

- (1) Chapel District Elementary - 11430 Cordova Road, Cordova, MD 21625 - Phone: 410-822-2391
- (2) Easton Elementary School - Dobson Bldg., 305 Glenwood Avenue, Easton, MD 21601 - Phone: 410-822-0550

- (3) Easton Elementary School – Moton Bldg., 307 Glenwood Avenue, Easton, Cambridge, MD 21613 - Phone: 410-822-0686
- (4) Easton High School – 720 Mecklenburg Avenue, Easton, MD 21601 - Phone: 410-822-4180
- (5) Easton Middle School – 201 Peachblossom Road, Eaton, MD 21601 - Phone: 410-822-2910
- (6) St. Michael's Elementary School – 100 Seymour Avenue, St. Michael's, MD 21663 - Phone: 410-745-2882
- (7) St. Michaels High School – 310 Seymour Avenue, St. Michael's, MD 21663 - Phone: 410-745-2852
- (8) Tilghman Elementary – 21374 Foster Avenue, Tilghman, MD 21671 - Phone: 410-886-2391
- (9) White Marsh Elementary – 4322 Lover's Lane, Trappe, MD 21671 - Phone: 410-476-3144

b. Schools -Private

- (1) The Country School – 716 Goldsborough Street, Easton, MD 21601 - Phone: 410-822-1935
- (2) St. Peter and Paul Elementary School – 900 High Street, Easton, MD 21655 – Phone: 410-822-2251
- (3) St. Peter and Paul High School: 900 High Street, Easton, MD 21601- Phone: 410-822-2275
- (4) Easton Montisorri School: 2 Martin Court, #3, Easton, MD 21601 – Phone: 410-822-7827

c. Pre-School/Pre-Kindergarten

- (1) Child Find Pre-School Program – 305 Glenwood Avenue, Easton, MD 21601 – Phone: 410-820-8263
- (2) Christ Church Day School – 111 S. Harrison Street, Easton, MD 21601 – Phone: 410-822-2677

- (3) Creative Corner – 8706 Commerce Drive, Easton, MD 21601 - Phone: 410-820-8906
- (4) Easton Day Care Preschool – 11 Magnolia Street, Easton, MD 21601 – Phone: 410-822-7181
- (5) Easton Montessori School – 2 Martin Court, Easton, MD 21601 – Phone: 410-822-7827
- (6) Immanuel Lutheran School – 7215 Ocean Gateway, Easton, MD 21601 – Phone: 410-820-7519
- (7) Presbyterian Church Nursery School – 617 N. Washington Street, Easton, MD 21601 - Phone: 410-822-2062
- (8) St. Mark's Pre-School – 100 Peachblossom Road, Easton, MD 21601 – Phone: 410-822-0078

d. Universities/Colleges/Higher Education Facilities

- (1) Chesapeake College – 301 Bay Street, Easton, MD
Phone: 410-819-6684
- (2) Chesapeake College – 8600 Brooks Drive, Easton, MD
Phone: 410-763-6598

e. Special Academic Education

- (1) Calhoon MEBA Engineering School – 27050 St. Michaels Road, Building II, Easton, MD 21601,
Phone: 410-822-9600

f. Nursing Homes

- (1) The Pines-Genesis ElderCare Network – 610-Dutchman's Lane, Easton, MD, 21601 – Phone: 410-822-4000
- (2) William Hill Manor, Inc. 501 Dutchman's Lane, Easton, MD 21601 - Phone: 410-822-8888
- (3) Dixon House, 108 N. Higgins Street, Easton, MD
Phone: 410-822-6661

g. Assisted Living/Retirement Communities

- (1) Dixon House, 108 N. Higgins Street, Easton, MD 21601
Phone: 410-822-6661
- (2) Heartfields at Easton, 700B Port Street, Easton, MD 21601
Phone: 410-820-4400
- (3) Londonderry Retirement Community, 700 Port Street,
Easton, MD 21601 – 410-820-8732
- (4) William Hill Manor Retirement Community, 501
Dutchman's Lane, Easton, MD 21601
Phone: 410-820-8732

h. Adult Day Care/Senior Citizens Centers

- (1) Adult Day Care Center, 301 Bay Street, Easton, MD
Phone: 410-770-3956
- (2) Talbot Senior Center, 400 Brooklets Avenue, Easton, MD
Phone: 410-822-2869

i. Child Day Care Centers

- (1) Creative Corner, Inc. – 8706 Commerce Drive,
Easton, MD 21601 – Phone: 410-822-2123
- (2) Easton Day Care Center, 11 Magnolia Street, Easton,
MD 21601 - Phone: 410-822-7181
- (3) Easton Day Care Center, St. Michaels, MD 21663
Phone: 410-745-5842
- (4) Easton Day Care Center, 307 Glenwood Avenue, Easton,
MD 21601 – Phone: 410-820-8906
- (5) Easton Day Care Center, Cordova, MD 21625 –
Phone: 410-822-6293
- (6) Head Start Upper Shore – Shore-Up, Inc., Easton, MD
21601 – Phone: 410-822-6641
- (7) Manor Discovery Center, 702 Idlewild Avenue, Easton,
MD 21601 – Phone: 410-822-5555

- (8) Woodside Learning Center, 29466 Pintail Drive, Easton, MD 21601 – Phone: 410-763-6690

j. Hospitals/Medical Facilities

- (1) Delmarva Ambulatory Center – 510 Idlewild Avenue, Easton, MD 21601 - Phone: 410-820-8226
- (2) Delmarva Orthopedic Clinic – 510-Idewild Avenue, Easton, MD 21601 - Phone: 410-820-8226
- (3) Digestive Disease Center – 511 Idlewild Avenue, Easton, MD 21601 - Phone: 410-820-8838
- (4) Diagnostic and Imaging Center – 10 Martin Court, Easton, MD 21601 – Phone: 410-820-7778
- (5) Memorial Hospital/Shore Health System – 219 S. Washington Street, Easton, MD 21601 – Phone: 410-822-1000
- (6) Mid Shore Surgical Eye Center – 8420 Ocean Gateway, Ste 1, Easton, Maryland 21601 – Phone: 410-822-0424
- (7) Regional Cancer Center – 509 Idlewild Avenue, Easton, MD 21601 - Phone: 410-820-6800

2. Extremely Hazardous Materials Reporting Facilities

Additional information is available at the Talbot County Emergency Management Agency, 605 Port Street, Easton, MD 21601, Phone: 410-770-8160.

Allen Family Foods, Cordova, Maryland
Black and Decker, Easton, MD
Delmarva Power and Light, (Bozman) St. Michaels, MD
Delmarva Power and Light, Easton, MD
Delmarva Power and Light, St. Michaels, MD
Delmarva Power and Light, Trappe, MD
Easton Utilities (Calvert Pumping Station) Easton, MD
Easton Utilities (North Pumping Station) Easton, MD
Easton Utilities (South Pumping Station) Easton, MD
Easton Utilities (Well #11) Easton, MD

Easton Utilities (Wind Dr. Pumping Station) Easton, MD
Easton Utilities (W.W.T.F.) Easton, MD
Easton Utilities Commission, Easton, MD
Jensen's Hyde Park Wastewater, Easton, MD
Martingham Utilities, St. Michaels, MD
Meintzer Bros. Petroleum, Inc., Easton, MD
Pep-Up, Inc, Easton, MD
Perdue (Easton Grain Elevator) Easton, MD
Sea Watch International, Easton, MD
Southern States, Easton, MD
Standard Fusee Corp., Easton, MD
St. Michaels Wastewater, Easton, MD
Tilghman Island Wastewater, Tilghman, MD
United Parcel Service, Easton, MD
Valley National Gases, Easton, MD
Verizon, Inc., Easton, MD
Verizon, Inc., Trappe, MD

3. Hazardous Materials Transportation Routes

- a. US Route 50 enters Talbot County at Wye Mills & Rt. 404. The route travels generally north-south across the county and exits into Dorchester County, MD. The route is a four lane divided highway that is 25 miles in length. The portion of the route within the city limits of Easton is commercial and industrial in nature with traffic signals at major intersections. The remainder of the route is rural.
- b. State Route 331 is heavily traveled and enters Talbot County from Caroline County at Dover Bridge. The route travels generally east across the county and ends at Easton and Rt. 50. The route is a two lane improved highway that is 4 miles in length. While most of the route is rural in nature, it does pass through residential and commercial areas.
- c. State Route 328 is heavily traveled and enters Talbot County from Caroline County at New Bridge, Tuckahoe River and travels east across the county, ending in Easton. This route is mainly residential.
- d. State Route 33 runs from Easton through St. Michaels and Tilghman. This route runs west for approximately 26 miles. It is both residential and commercial.

III. CONCEPT OF OPERATIONS

A. General

If a hazardous material incident should occur in Talbot County, this plan allows for the smooth transition of emergency response from local to state and/or federal government as capabilities and resources are exhausted.

Regardless of where the incident occurs (road, waterway or fixed site), the Talbot County 9-1-1 Center is called to dispatch the first responders. Usually first responders are fire or police who assess the situation, establish an upwind command post and determine safety zones. The Fire Officer-in-Charge is the senior officer from the fire company in whose district the incident occurs and is the Incident Commander who will determine the Emergency Action Category and take appropriate action. Most incidents can be controlled at the local level; however, recognition of a minor incident which has the potential to quickly escalate to a major disaster is critical in ensuring public safety.

The Chairman of the Local Emergency Planning Committee (LEPC) is the Community Emergency Coordinator. Facility Emergency Coordinators are listed in Appendix 1 of this Annex.

This Plan is based on the concept that emergency functions for the various groups responsible for responding to hazardous materials accidents will generally parallel their normal day-to-day functions.

This plan is an annex to the Talbot County Emergency Operations Plan and has been coordinated with the other annexes of that plan, the county Radiological Emergency Plan, EPA Region Inland Area Contingency Plan, and Annex P of the Maryland Emergency Operations Plan.

B. Emergency Action Categories

Four emergency action categories have been established to represent increasing severity:

1. **Routine:** No public action is necessary, and incident can be handled for First Responder Hazmat trained personnel.
2. **Level I:** Public action is considered unlikely, and the incident can be handled by a minimum number of responding agencies.
3. **Level II:** Hazardous materials are involved which pose a potential threat to life and property, and planning for public action is considered.

4. **Level III:** Public safety is the first consideration because of the nature and/or volume of the hazardous material involved, and public action is required.

C. Response Personnel Safety

1. To reduce the risk to first responder in the event of a hazardous materials incident, health and safety procedures have been developed that include:
 - Medical surveillance
 - Establishment of exclusion zones (Hot)
 - Personnel protective equipment (PPE)
2. Medical Surveillance: While waiting for technical experts, the Incident Commander or designee is responsible for surveillance of emergency responders for indicators of toxic exposure effects including:
 - Change in complexion, skin discoloration
 - Lack of coordination
 - Changes in demeanor
 - Excessive salivation, pupillary response
 - Changes in speech pattern
 - Headaches
 - Dizziness
 - Blurred vision
 - Cramps
 - Irritation of eyes, skin or respiratory tract.
3. Exclusion Zone: The exclusion zone (Hot) is the area where contamination does or could occur. All first responders entering the exclusion zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment in and out of the zone and to verify that the procedures established to enter and exit are followed.

Diagram of Control Zones

4. EPA personnel protective equipment levels are:

- a. **Level A Protection** - Highest level of protection for skin, eyes, respiratory, mucous membrane.
 - Supplied-air respirator, Mine Safety and Health Administration (MSHA) or National Institute for Occupational Safety and Health (NIOSH) approved.
 - Fully encapsulating chemical-resistant suit.
 - Coveralls
 - Long cotton underwear
 - Gloves, chemical-resistant
 - Boots, chemical-resistant, steel toe and shank
 - Hard hat (under suit)
 - Disposable gloves and boot covers
 - Cooling unit
 - Two-way radio communications
- b. **Level B Protection** - Selected when highest level of respiratory protection is needed, but lesser level of skin and eye protection. Level B will be the minimum used on initial entries until the hazards have been further identified by monitors or sampling and other methods of analysis.
 - SCBA
 - Supplied-air respirator (MSHA/NIOSH approved)
 - Chemical resistant clothing (Coveralls, total encapsulating splash suit, disposable chemical coveralls. All skin will be covered by tape or other materials to cover all exposed skin.)
 - Long cotton underwear (optional)
 - Coveralls
 - Gloves (outer), chemical resistant
 - Gloves (inner), chemical resistant
 - Hard Hat
 - Two-way radio communications
- c. **Level C Protection** - Selected when the type of airborne substance is known, concentration is measured, criteria for using an air purifying respirator (APR) is met and skin and eye exposure is unlikely. Periodic monitoring will be performed.
 - APR, full face, canister-equipped (MSHA/NIOSH approved)
 - Chemical-resistant clothing (coveralls; hooded, one-piece or two-piece chemical splash suit.

- Chemical-resistant hood and apron; disposable chemical-resistant coveralls
 - Gloves (outer), chemical resistant
 - Boots (outer) chemical-resistant, steel toe and shank.
 - Two-way radio communications
- d. **Level D Protection** - Structural firefighting equipment will be selected for minimal protection. Not to be worn for protection against chemicals, unless primary hazard is one of flammability, should be worn under chemical resistant garment.
6. Organization Roles and Responsibilities
- a. Talbot Center (9-1-1)
- (1) Dispatch appropriate volunteer fire company.
 - (2) Complete Dispatch Response Checklist (Tab I to this Annex)
 - (3) Notification of appropriate agencies as identified in section IV of this Annex.
 - (4) Increase staffing as required.
 - (5) Alert mutual-aid jurisdictions of the incident in progress.
 - (6) If the Emergency Alert System (EAS) is to be activated, sound the appropriate sirens.
 - (7) Notify MDE within two (2) hours of spill response.
- b. Senior Fire Official On-Scene (Incident Commander)
- (1) Establish an Incident Command Post (ICP).
 - (2) Coordinate all emergency service activities at the scene.
 - (3) Determine type and quantity of hazardous material and report this to Talbot Center (9-1-1 Center)
 - (4) In coordination with the police, county health department, Maryland Department of the Environment and other Knowledgeable sources, determine the area at risk and what protective actions, including evacuation, should be taken.

- (5) Announce and implement appropriate actions for the people at risk.
 - (6) Report all appropriate information (damage assessment, casualties, current situation, etc.) to the Emergency Operations Center (EOC) during emergency operations.
 - (7) Alert emergency support services to the special hazards of the on-going incident.
 - (8) After consultation with other authorities on-scene, declare hazard area safe for re-entry.
- c. Volunteer Fire Companies & Emergency Medical Services:
(Cordova, Easton, Oxford, Talbot EMS, Trappe, St. Michael's, Tilghman, Queen Anne/Hillsboro)
- (1) Arrest and contain hazardous materials releases and spills within capabilities.
 - (2) Control fires.
 - (3) Assist law enforcement with search and rescue operations, upon request.
 - (4) Provide decontamination.
 - (5) Provide emergency medical services.
 - (6) Assist in evacuation and traffic control, upon request.
- d. Emergency Medical Services

The Senior Fire Official On-Scene (Incident Commander) will designate an Emergency Medical Services Coordinator.

- (1) Give medical attention to the sick and injured on-scene, civilians and emergency response workers.
- (2) Establish triage operations as needed.
- (3) Transport sick and injured to permanent medical care facilities.

- (4) Provide information from the incident scene to hospitals about the number and nature of casualties being sent there with recommendations for treatment.

e. Community Emergency Coordinator

The Community Emergency Coordinator shall, along with emergency management staff in the EOC, make determinations necessary to implement the Hazardous Materials Plan.

f. Law Enforcement (Sheriff's Office, Maryland State Police, Easton Police Department, St. Michael's Police Department and Oxford Police Department)

The Sheriff is responsible for coordinating all police service activities in the county and will be the single point of contact for the Incident Commander. However, if a release occurs solely within the boundaries of a municipality with a police department, the Chief of Police will direct law enforcement activities within that municipality.

- (1) Effect coordination with the Incident Commander.
- (2) If evacuation is required, evacuate people in the risk area. Evacuation procedures are contained in Annex E of the county EOP.
- (3) Perform security measures in the danger zone.
- (4) Traffic control will be the responsibility of the Maryland State Police (MSP), Easton, Oxford or St. Michael's Police Department, respectfully, in coordination with the Sheriff's Office.

g. State Highway Administration, county roads department, Municipal Public Works Departments

- (1) On the roads and right-of-ways for which responsible, support the Incident Commander in containing and cleaning up non-toxic spills.
- (2) In coordination with appropriate police agency, assist in traffic control, road closures and re-routing traffic.

h. Maryland Department of the Environment (MDE)

- (1) Respond on request to oil spill incidents.
- (2) Coordinate with and support the Incident Commander.
- (3) Provide technical assistance and advice.
- (4) Upon receipt of notification of a hazardous materials accident, notify appropriate state and federal agencies.
- (5) Coordinate with and support the Incident Commander.
- (6) Respond on request with personnel equipped with special protective clothing and breathing apparatus.
- (7) Provide the legal authority for the containment, clean-up and transport of spilled materials.
- (8) Provide technical information to the Incident Commander on the characteristics of the hazardous material(s).
- (9) As warranted, hire private contractors to perform clean-up and recovery operations using any special funds available.
- (10) Recommend a disposal site for the hazardous materials after clean-up.
- (11) Conduct environmental assessment, biological monitoring and contamination surveys as appropriate.
- (12) As warranted, hire private contractors to perform clean-up and recovery operations, using MDE special funds.

j. Center for Radiological Health (MDE)

- (1) Provide technical guidance and assistance to local responders in radiological accidents.
- (2) Coordinate with and support the Incident Commander.
- (3) Field Monitoring Teams respond to incident to verify the presence of radiation.
- (4) Direct protective actions as necessary.

- (5) Supervise or direct decontamination of personnel and equipment.
- (6) Determine when re-entry is permitted into an evacuated area.

k. State Fire Marshal's Office

- (1) Coordinate with and support the Incident Commander.
- (2) Provide technical information to the IC on the characteristics of explosive materials.

l. County Health Officer

- (1) Coordinate with and support the Incident Commander.
- (2) Provide recommendations on health hazards and protective measures to the IC.
- (3) Coordinate all emergency health services required to cope with the emergency including critical incident stress management (crisis counseling.)
- (4) Recommend a temporary containment site for hazardous materials after clean-up.
- (5) In consultation with other authorities, determine that hazard area is safe for re-entry.
- (6) Provide health nurses for shelters.
- (7) In event of a radiological accident, monitor personnel and equipment leaving the hazard area for contamination.
- (8) Coordinate with appropriate county and state officials on the distribution of potassium iodide (KI) to emergency workers and people at risk, if necessary.
- (9) Maintain radiation exposure records of the public and workers and submit data to the Maryland Department of the Environment (MDE) and to Talbot County Emergency Management Agency.

m. County Public Information Officer

- (1) The pre-designated Public Information Officer (PIO) will operate from the Emergency Operations Center (EOC). In certain situations, however, it may be expedient for the PIO to operate at the incident scene in the vicinity of the Incident Command Post (ICP) but in a location which will not interfere in emergency response operations.
- (2) Media requests for information from officials at the scene will be referred to the PIO.
- (3) All official announcements relating to the Incident will be disseminated by the PIO at the EOC, or, if appropriate, at the ICP, after coordinating with the Incident Commander, County Council representative and/or the Director of Emergency Management.
- (4) The PIO will provide essential information and protective recommendations to the public by utilizing various media (EAS, radio, TV, newspapers, etc.). A call list of radio, television and press contacts is included as Tab E.
- (5) “Boiler plate” public information broadcast messages are shown in Tab F.

n. County Radiological Officer

- (1) In coordination with the county health officer, recommend appropriate evacuation and take-shelter actions in the event of a radiological accident.
- (2) In coordination with the county health officer, direct and control radiological decontamination of personnel, equipment, and vehicles utilizing County EOP.

o. Emergency Management Agency

If the Hazmat incident is, or develops into, a LEVEL II or LEVEL III severity, the following actions will be taken as appropriate:

- (1) The Emergency Management Director will activate the Emergency Operations Center (EOC) with appropriate people to support the Incident Commander (see Tab A to this Annex).

- (2) Provide communications support to the IC and establish a communications link between the IC and the EOC.
 - (3) Disseminate alert and warning information to the people at risk, upon request from the IC.
 - (4) In coordination with the Department of Social Services and Red Cross, provide shelter facilities for evacuees as required.
 - (5) Provide transportation assistance to the IC, upon request.
 - (6) Establish and announce a Rumor Control telephone number.
 - (7) Obtain any information and provide any support the IC requests.
 - (8) Keep the appropriate elected officials informed on the status of the situation.
 - (9) Maintain a situation map of the incident showing location, area at risk, traffic re-routing, road closures, shelters, and other pertinent information.
 - (10) In conjunction with the IC and the Public Information Officer (PIO), prepare, coordinate, and disseminate appropriate public announcements.
 - (11) Notify Maryland Emergency Management Agency whenever the local EOC is activated or a significant evacuation is conducted and make periodic reports of local emergency conditions.
 - (12) Implement the Emergency Alert System (EAS) as required.
- p. Memorial Hospital – Easton, Maryland
- Activate the Memorial Hospital of Easton Disaster Plan as necessary to cope with the emergency.
- q. Industry Representative (Appropriate Fixed Facility)
- (1) Notify County 9-1-1 Center of the incident.
 - (2) Complete Facility Site Plan (Tab L of this annex)

- (3) Provide information on the type and characteristics of the hazardous material(s), identification of the area at risk, and recommendation for protective actions. (Tab H of this annex)
- (4) For hazardous substances identified in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), a release that equals or exceeds the reportable quantity (as defined in 40 CFR 302) the facility representative will report incident to the National Response Center.
(Tab C of this annex)
- (5) Releases of Extremely Hazardous Substances (under section 302 SARA Title III) or of CERCLA hazardous substances must be made known to the SERC (Tab B-1) and the LEPC's community emergency coordinator by a facility representative. (Tab C of this annex)
- (6) For hazardous substances (as listed in 40 CFR 116.4) released into water in excess of reportable quantities (established in 40 CFR 117.3), dischargers must make an immediate report to the National Response Center. (Tab C) Notification must also be made to the Nuclear Regulatory Commission if radioactive material is spilled in a water way exceeds the reportable quantity. (Tab C)
- (7) Make available the facility's technical assistance and resources for containment and clean-up.
- (8) Provide representative to EOC to serve as liaison between the EOC and the facility.

r. Emergency Operations Support Group

When the EOC is activated, the following agencies, organizations, and individuals (among others), will be expected, on request, to send an empowered representative to the EOC to provide support and assistance as required.

(1) Department of Social Services

- (a) Open and operate designated shelters.

- (b) Coordinate with the Board of Education in providing mass care for evacuees.
- (c) Assume responsibility for the coordination of food, clothing, and other necessary resources for evacuees and others affected by the incident.
- (d) Procedures for Shelter/Mass Care are contained in Annex F of the County EOP

(2) American Red Cross

Assist the Talbot County Department of Social Services with staffing and supplies for designated shelters.

(3) RACES

- (a) Assist with communications between the EOC and shelters, and between the EOC and the Incident Commander, if needed.
- (b) Provide other communications support as requested.

(4) Board of Education

- (a) Support evacuation operations by providing school buses.
- (b) Provide schools for use as evacuation centers.

(5) County Roads Department

- (a) Provide transportation support if necessary for evacuation.
- (b) Provide all necessary equipment, upon request.

(6) County Public Works Department (in coordination with Municipal Public Works Departments)

- (a) Determine if there is any possible impact on sewer or water systems.
- (b) Provide all necessary equipment, upon request.

IV. RESPONSE FUNCTIONS

A. Initial Notification of Response Agencies

1. Talbot Center (9-1-1) will notify: (See Local Notification List - Tab B; Reporting and Information Call List - Tab C of this Annex for phone numbers)
 - First-due area Fire Company.
 - Appropriate law enforcement agency. (Sheriff, State or Municipal Police)
 - Community Emergency Coordinator (LEPC Chairman/Dir. Emergency Management)
 - Talbot County Emergency Management Agency.
 - Talbot County Health Officer
 - Maryland Department of Environment - Hazardous and Waste Management Administration for hazardous materials release: MDE Center for Radiological Health for radioactive materials.
 - State Fire Marshal's Office - for explosive materials accidents.
 - State Highway Administration, County Roads Dept., county and municipal public works departments, as appropriate.
 - National Response Center 1-800-424-8802
 - CHEMTREC 1-800-424-9300
 - Emergency Medical Services & Memorial Hospital of Easton.
 - Army, Ft. Meade, MD., - for military explosive or radiological accidents.
2. County Director of Emergency Management will notify:
 - Talbot County Council, Talbot County Manager and elected officials as required.
 - State EOC, Reisterstown, Maryland

- Public Information Officer.
- County Radiological Officer.
- Other persons and organizations, as necessary.

B. Direction and Control

1. In all cases the report of any accident will be received by Talbot Center (9-1-1). As soon as it is determined that a hazardous material is involved, the County 9-1-1 Center will be informed by those at the scene.
2. Responsibility for ordering evacuation and other protective actions will be assumed by the fire officer in charge on the scene.
3. To ensure effective coordination of the various emergency response units at the scene, it is envisioned that the senior fire official on-scene will act as Incident Commander.
4. The Incident Commander will establish an Incident Command Post (ICP). The agencies/departments represented at the ICP will be at the discretion of the Incident Commander.
5. The Incident Commander will execute his responsibilities by closely coordinating with, and utilizing the expertise of, the other authorities at the Incident Command Post (ICP).
6. All decisions relating to operations at the scene will be issued from the ICP.
7. The Emergency Operations Center (EOC) will be activated, if appropriate, and to the extent required. The EOC will provide support to the IC in such areas as communications, alert and warning, transportation, evacuation, shelter and additional resources.
8. The anticipated representatives at the ICP and EOC are shown in Tab A; however, the actual makeup will depend upon the situation.
9. Although direction and control in most hazardous materials incidents will be exercised by the IC on-scene, emergencies of wide scope or those involving extremely hazardous substances may require that direction and control be conducted at the EOC by the jurisdiction's ultimate authority, the President of the Talbot County Council.

10. In incidents in which Maryland Department of the Environment programs hire private contractors to perform clean-up and recovery operations through their respective special funds, this agency reserves the right to supervise the operations.

D. Administration and Logistics

1. Emergency Operations Center (EOC)

The Talbot County EOC is located at 605 Port Street, Easton, Maryland. Maintenance of the EOC is the responsibility of the Director of Emergency Management. The Director will develop and coordinate all necessary procedures for staffing, organization, equipment, supplies and communications for the EOC. A chemical data base program, with plume determination capabilities (ALOHA), is available in the EOC which provides information to determine the areas likely to be affected by an ongoing release.

2. Detection/Monitoring Instruments of MDE

State-level organizations possess instruments for detecting, monitoring, and measuring concentrations of vaporous chemicals in the atmosphere.

- Waste Management Administration (MDE)
- Air & Radiation Management Administration (MDE)
- Technical and Regulatory Services Administration (MDE)
- Water Management Administration (MDE)

3. Post-Incident Report

All significant hazardous materials release incidents should be documented in a post-incident report.

- a. Key facility coordinators and response agencies should maintain an accurate log of their activities.
- b. Within ten working days following a hazardous material(s) accident, all agency/department heads and facility coordinators will submit after-action reports on their activities to the Local Emergency Planning Committee which will review and forward a report to the State Emergency Response Commission (SERC).

4. Reimbursement

Actual response costs should be documented in order to facilitate cost recovery from the responsible party.

E. Communications

1. The jurisdiction's communication organization and resources are shown in Tab G.
2. Annex B, Communications, of the Talbot County Emergency Operations Plan will be implemented as appropriate.

F. Alert and Warning

1. The concept is for the Incident Commander to advise Talbot Center (9-1-1) (and the EOC, if activated) whenever a decision is made to announce protective actions to the people at risk.
 - a. Warning of people within the risk area will be affected by activating the Emergency Alert System (EAS) followed by public information broadcast messages containing detailed information about the emergency and what people should do.
 - b. The sounding of sirens, geographically located throughout the county, accompanied by an announcement from Talbot Center will be utilized to notify the public with pagers and scanners of a hazardous materials incident. Mobile loudspeakers, and/or door-to-door notification will be implemented as dictated by the situation.
 - c. The public will be asked to aid in notifying and assisting neighbors who are handicapped, hearing or sight impaired, and those with special needs. Police and fire personnel will assist in the notification if manpower is available.
 - d. Notification to the public, on an average, can be accomplished within 15 minutes.
 - e. Sample alert and warning public information broadcast messages may be found in Tab F of this Annex.

2. Common Program Control Station (CPCS-1/WCEI, EAS)

Activate the local area EAS upon request as specified in the County Operational Area Emergency Alert System Plan.

G. Public Information/Community Relations

1. In the event a Hazmat incident is, or becomes, a LEVEL II or LEVEL III in severity, the county emergency public information program (Annex G, county EOP will be implemented.
2. The Talbot County Emergency Management Agency conducts ongoing public education efforts to keep citizens informed of various emergencies which could affect the area, along with the appropriate protective measures the public should take. This is accomplished by distributing pamphlets, newspaper stories, periodic radio announcements and the presentation of informative programs for schools, service groups, and senior citizens.

H. Resource Management

1. The Incident Commander can obtain local/state resources by contacting the Emergency Operations Center and the Emergency Management Director.
2. A list of local fire, police and emergency medical response personnel, vehicles and equipment available is maintained in the Resources Inventory on the EOC Emergency Integrated Systems (EIS) computer program.
3. The volunteer fire companies serving Talbot County own certain protective gear and other suppressive equipment and materials which can be used in hazardous materials response incidents. A few firefighters have received minimal training in hazardous materials response; however, there is no trained HAZMAT response team in the county.
4. Certain fixed facilities in the county maintain equipment, materials and trained personnel to abate the hazard of substances released on their premises. Refer to Appendix 1 and to individual facility site plans.
5. The best qualified of locally situated hazardous materials response organizations is the Maryland Department of the Environment which maintains fully-equipped response vehicles and a trained crew to respond to incidents throughout the State.

6. Instruments and equipment for detection, monitoring and decontamination are an important aspect of hazardous materials incident response and are addressed in the Administration and Logistics section of this Annex.
7. Facility managers and transportation company personnel may provide advice, as appropriate.

I. Health and Medical

This protocol assumes that the ambulance is the first and only unit to arrive on the scene. Should there already be other units on scene; the Incident Commander's instructions should be strictly adhered to in conjunction with this protocol.

1. Enroute To and Approaching the Incident Scene

- a. If it is ascertained while responding to the scene that the incident involves hazardous materials, begin to research the hazardous material using the appropriate reference material (i.e., Manufacturer Safety Data Sheets (MSDS), D.O.T. Emergency Guidebook, Pre-Incident Plans, etc.). Become familiar with the following:
 - Potential health hazards.
 - Proper level of personal protection equipment.
 - Other potential hazards.
 - "Safe Distance" (The distance from the incident that is considered to be free from hazards.)
- b. If at all possible, approach the incident from uphill and upwind.
- c. Observe environmental clues (i.e., the wind direction; unusual odors or vapor clouds which may indicate a hazardous condition.)
- d. Don the proper level of protective clothing and equipment, if available and trained to use it.

2. Arrival at Incident Scene

- a. Position ambulance outside the "Safe Distance" area.
- b. **Immediately** establish a "**Hot**" zone and deny access by anyone into that area. Upon arrival of additional units, stage as necessary and establish "Warm" and "Cold" zones as appropriate.

- c. Evaluate the magnitude of the incident and gather as much specific information as possible on the hazardous material(s) involved, without endangering personnel.
 - d. Call for appropriate assistance.
 - (1) Coordinate closely with other responding units and/or agencies. Confirm hazardous material involved, advise best route of travel, etc.
 - (2) Advise potential receiving hospitals of hazardous material involved and possible number of patients.
 - (3) Contact designated poison control center to receive detailed health implications of hazardous material involved and chemical specific treatment protocols. The following may be required calling the designated poison control center:
 - The chemical name of the hazardous material
 - Length of exposure
 - State (i.e., gas, solid or liquid) of hazardous material
 - Route of introduction (i.e., skin absorption, inhaled, ingested or injected)
 - e. Complete donning of personal protective clothing and equipment, if available and trained in its use.
3. Gain Access to the Patient(s)
- a. Ambulatory Patients. (Persons able to remove themselves from the "Hot" zone.) **Assume that anyone egressing from the "Hot" zone is contaminated** and treat them as such until properly assessed and decontaminated.
 - (1) Move these patients to, and contain them in, a controlled area at the perimeter of the "Hot" zone.
 - (2) Do not make physical contact with these patients until the proper level of personal protection clothing and equipment has been donned.
 - (3) Move these patients to the decontamination area in an orderly manner.
 - b. Non-ambulatory Patients

- (1) Attempt to remove patients from the "Hot" zone, if the proper level of personal protection and personnel trained in their use are available.
- (2) Treatment in the "Hot" zone should be limited to gross airway management, cervical spine mobilization and control of obvious hemorrhage. No invasive procedures should be performed as this would provide a direct route of introduction of the hazardous material into the patient.
- (3) Move patient to the decontamination area.

4. Patient Decontamination Procedures

- a. Remove gross contaminants.
- b. Remove all contaminated clothing. Articles that remain on the patient and cannot be removed should be isolated from the environment.
- c. Further decontamination should be completed based upon the patient's condition, environmental conditions and resources available.
 - (1) Take care not to introduce contaminants into open wounds.
 - (2) Contain all run-off from decontamination procedures for proper disposal.
- d. Isolate patient from the environment to prevent the spread of any remaining contaminants.
- e. Transfer patient to a clean, protected crew for transport if resources are available.

5. Assessment of Patient(s)

- a. Complete Primary and Secondary surveys as conditions allow, keeping in mind the chemical specific information received from the designate poison control center.
- b. In multiple patient situations, begin proper triage procedures.

6. Treatment Procedures

- a. Treat presenting signs and symptoms as appropriate and when conditions allow.
- b. Administer orders of designated poison control center when conditions allow.
 - (1) Therapy should be administered only with the direct order of the designated poison control center.
 - (2) Invasive procedures should be performed only in fully decontaminated areas where conditions permit. These procedures may create a direct route of introduction of the hazardous material into the patient.
- 3. Re-assess the patient frequently since many hazardous materials have latent physiological effects.

7. Transport to Hospital

- a. Re-contact receiving hospital.
 - (1) Update on treatment provided and any other information received from the designated poison control center.
 - (2) Obtain instructions on entering the hospital
- b. Transport Patient.
 - (1) Land Transport - Protect vehicle and equipment from contaminants.
 - (2) Air Transport - May be inappropriate for contaminated patients.

8. Transferring Responsibility for Patient to Hospital Personnel

- a. Await direction from hospital personnel before entering the hospital.
- b. Assist hospital personnel with patient decontamination and treatment as requested.
- c. Arrange for personal decontamination.

9. Non-patient Decontamination Procedures

Arrange for the decontamination of the following as necessary as per information received from expert resources:

- Personnel
- Emergency care equipment
- Vehicles

10. Medical Follow-up of Personnel

All public safety personnel, who came into close contact with the hazardous material, should receive an appropriate post incident medical examination based up information from the designated poison control center. This should be completed within 48 hours of the incident and results compared to any recent pre-incident examination. Personnel should be advised of possible latent symptoms at the time of their medical examination.

j. Personal Protection of Citizens

1. In-place Sheltering: In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure (i.e., closing windows, shutting off air condition/ventilation systems) or the use of barriers such as wet towels, overhead protection etc., may be the most effective protective option. This strategy will be utilized in incidences when it is uncertain whether evacuation of an area could be completed prior to the time available before the cloud arrives or when there are health risks involved in conducting an evacuation. Also, if the hazardous materials incident results from another hazard event (such as a flood, tornado), any protective action decision will have to factor in additional concerns.
2. Evacuation: Evacuation can be effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives.
 - (a) The decision to evacuate all or a portion of the area at risk will normally be made by the Incident Commander, the county health officer, or the highest political official (or his/her deputy) of the county, according to the urgency of the situation.

- (b) Evacuation routes for incidents occurring at a fixed facilities are shown on facility location maps in Tab O of this annex.
 - (c) Evacuation routes associated with transportation incidents will be developed at the scene on the basis of the best information available.
 - (d) Additional evacuation instructions are included in Annex E, Evacuation, of the county EOP.
 - (e) Shelters utilized to house evacuees from a hazardous materials incident must be upwind and/or out of range of the release. Sheltering, feeding and medical care of evacuees is covered in Annex F (Shelter and Mass Care) of the county EOP.
- k. Computation of Evacuation Requirements: This is the procedure to be used for estimating the population to be evacuated from areas endangered by a hazardous materials incident.
- (1) The Incident Commander may use the DOT **Emergency Response Guidebook** recommendations for evacuation of risk areas.
 - (2) To provide emergency services personnel with a simplified system for quickly determining the boundaries for possible evacuation in the event of a hazardous material(s) incident, a template system may be utilized. The system will readily identify locations for roadblocks and indicate the direction from which emergency services personnel and equipment can safely approach the incident area.
 - (3) Instructions:
 - Step 1: The design of the evacuation area templates (Tab Q) are based on data contained in the DOT Emergency Response Guidebook for Hazardous Materials. They are to be used with a map of a scale of 1 inch = 2,000 feet, 1 inch = 1,600 feet or 1 inch = 1 mile.
 - Step 2: Place the center of the template circle over the known location of the accident. With this position fixed, orient the wind direction line with the direction from which the wind is blowing.
 - Step 3: With the template in this fixed position, the approximate perimeters of the immediate danger areas for toxic material and the explosion minimum safe distance are easily identified along with down wind areas for possible evacuation.

Step 4: To refine areas for possible evacuation, refer to the Material Safety Data Sheet, EPA Chemical Profile Sheet or the DOT Emergency Response Guidebook. Locate the material involved and refer to the evacuation table for that material. Enter the table with the size of the spill and read horizontally to obtain the immediate danger area and maximum safe downwind are, both in length and width.

- (4) With this data refer to the template to more accurately define the area for possible evacuation and the location for roadblocks. The downwind range will have to be extended beyond the template on the 1 inch = 1,600 feet and the 1 inch = 2,000 feet templates for ranges beyond the 2 1/2 or 3 mile limits of the template.
- (5) Re-orient the template when changes in wind direction occur. This will establish additional areas for possible evacuation and the new locations for roadblocks.
- (6) For materials that may explode, the area with the circle of the template must be immediately evacuated.

V. STANDARD OPERATING PROCEDURES

A. Industry/Fixed Facility Emergency

1. In the event of an industry/fixed facility hazardous materials emergency, the following procedure is provided:
 - (a) Talbot Center (9-1-1) will be notified by the facility.
 - (b) Talbot Center (9-1-1) will notify the fire company responsible for responding to the facility. The senior fire officer of the responding fire company will be the Incident Commander.
 - (c) Talbot Center (9-1-1) will notify the Community Emergency Coordinator.
 - (d) Talbot Center (9-1-1) will notify the Emergency Management Director, who will ensure that all other appropriate officials and agencies have been notified.
2. The responding local volunteer fire company will take the following actions:
 - (a) Secure the area surrounding the facility according to pre-established criteria; establish Command Post and Control Zones (Hot, Warm, Cold).
 - (b) Coordinate with facility to identify the hazardous materials involved.
 - (c) Take actions as outlined in **DOT Emergency Response Guidebook**.
 - (d) If possible, Incident Commander should contact CHEMTREC directly for additional instructions. (Phone: 1-800-424-9300)
 - (e) Evaluate hazards and determine protective measures to be taken.
 - (f) Coordinate additional required resources through the county Emergency Management Director.
 - (g) Remain on-scene throughout clean-up operations or until state representatives relieve the local fire company of its on-scene responsibilities.

B. Transportation Emergency

1. In the event of a highway, waterway, airplane or pipeline accident involving hazardous materials, the following procedure is provided:
 - (a) Talbot Center (9-1-1) will be notified by the vehicle operator; crew member on boats or airplanes; a bystander or police agency.
 - (b) Talbot Center (9-1-1) will notify the first-due fire company for the area in which the incident occurs. The senior fire officer of the responding fire company will be the Incident Commander.
 - (c) Talbot Center (9-1-1) will notify the Community Emergency Coordinator.
 - (d) Talbot Center (9-1-1) will notify the Emergency Management Director who will ensure that all other appropriate officials and agencies have been notified.
 - (e) Reporting requirements for transportation actions are the same as shown in section V.A.(Industry Representative - Appropriate Fixed Facility), except that the requirement to notify the Local community emergency coordinator and SERC are covered by the contacting Talbot Center (9-1-1). In addition, the North American Emergency Response Guidebook recommends contacting CHEMTREC with initial requests for assistance.
 - (f) For transportation accidents involving radioactive materials, the Maryland Department of the Environment should be contacted so that detection and monitoring can take place.
 - (g) For incidents involving nuclear weapons, notification should be made to the nearest military base and to the Joint Nuclear Accident Coordinating Center.
 - (h) For incidents involving infectious (Etiological) agents the Talbot County Health Department and/or Maryland Department of Health and Mental Hygiene should be notified. Officials in these departments have the responsibility for notifying the Emergency Response Coordinator for the Center for Disease Control.

C. CHEMTREC

CHEMTREC (Chemical Transportation Emergency Center) is a private operation established by the Chemical Manufacturers Association to provide

information on chemicals involved in transportation emergencies. Complete CHEMTREC Report Form (Tab J) before calling for information.

Emergency calls to CHEMTREC are answered by professional communicators (not chemist), who retrieve the best available information on the chemicals involved from a file of over 45,000 product and trade name listings. After providing available information to the caller, CHEMTREC immediately relays relevant information to the company shipping the product for more detailed information and appropriate follow-up. Responsibility for further guidance rests with the shipper.

CHEMTREC can usually provide hazard information warnings and guidance when given the **IDENTIFICATION NUMBER** or **NAME OF THE PRODUCT** and the **NATURE OF THE PROBLEM**. For more detailed information and/or assistance, or if the product is unknown, attempt to provide as much of the following information as possible:

- Name of caller and call-back number.
- Nature and location of the problem.
- Guide number you are using from **DOT Emergency Response Guidebook for Hazardous Materials**.
- Shipper and/or manufacturer
- Container type
- Truck number
- Carrier name
- Consignee
- Local conditions (weather, wind speed and direction, temperature, etc.)

VI. CONTAINMENT AND CLEANUP

A. Responsibilities

1. The Incident Commander may attempt to stabilize and confine a hazardous materials spill; however, there are no capabilities to contain hazardous material leaks, i.e., chlorine, etc.
2. The responsible party has the legal and financial responsibility to minimize the risk to the health of the general public and workers that are involved and to cleanup and restore the affected areas.
3. The Maryland Department of the Environment will continue to monitor and assess the incident and make recommendations on the restoration of the affected areas.

B. Containment and Mitigation Actions

1. The Incident Commander will determine appropriate containment and mitigation measures to be taken based on techniques that are applicable to the hazardous material(s) and the terrain of the involved area.
2. Information on the appropriate containment/mitigation measures may be secured from the Emergency Response Telephone listing on shipping papers, CHEMTREC, the DOT Emergency Response Guidebook, Maryland Department of the Environment, etc.

C. Cleanup

1. The releaser has the legal and financial responsibility for cleanup and restoration of affected areas.
2. Maryland Department of the Environment and/or Talbot County Health Department personnel will oversee and monitor the cleanup activities.

Resources

A list of names, addresses, 24-hour telephone numbers and specific resources of companies and agencies with containment/cleanup/disposal capabilities is in Tab R of this Annex.

VII. HAZARDOUS MATERIALS EXERCISE PROGRAM

The most effective way to develop and maintain a hazardous materials operational capability is to simulate varying levels of emergency response to some well-defined problems and compare the result with overall preparedness expectations.

A good exercise, which is properly evaluated, will reveal disconnects in plans, highlight any deficiencies in resources and underscore the need for remedial training.

A. Assumptions

1. The primary objective must be to provide the most significant benefits to the exercising organization and its participants.
2. An exercise is an integrated collection of definitive, management and functionally oriented activities. (i.e., Certain functions may be exercised/implemented independent of some or all of the others.)

B. Exercise Program Development

The purpose of developing an exercise cycle is to acquaint users with the overall scope of the exercise program in as concise a manner as possible.

For purposes of uniformity, in the Talbot County LEPC Exercise Plan, the following definitions will be assumed:

- **Testing** - That specific function (when associated with an exercise or drill) which is designed to measure actual readiness capability of procedures, personnel, facilities, or equipment against required capabilities described in the emergency operations plan.
- **Drill** - A periodic activity for perfecting skills in specific operations.
- **Exercise** - An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures or facilities; train personnel in emergency response duties; and demonstrate operational capability. Types of exercises are described as follows:

Tabletop Exercise - An activity in which elected and appointed officials and key staff members are presented with simulated emergency situations without time constraints. It is usually informal, in a conference room environment, and designed to elicit constructive discussion by the participants as they attempt to examine and resolve problems based on existing emergency operations plans. The purpose

is to resolve questions of coordination and assignment of responsibilities in a non-threatening format and under minimum stress.

Functional Exercise - An activity designed to test or evaluate the capability of an individual function or complex activity within a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity.

Full Scale Exercise - A full scale exercise is intended to evaluate the operational capability of an emergency management system in an interactive manner over a substantial period of time. It involves the testing of a major portion of the basic elements existing within emergency operations plans and organizations within a stressful environment. This type of exercise includes the mobilization of personnel and resources and the actual movement of emergency workers, equipment and resources required to demonstrate coordination and response capability.

1. Comparison of Exercise Activity

	Table Top	Drill	Functional Ex.	Full Scale Ex.
Scope	Problem Solving (Small)	Specific Activity (Small)	Complex Activity (Limited)	Integrated Functions (Large)
Duration	2-4 Hours	Brief (Repetitive)	1-8 Hours	1 Day +
Time	None	Real	Real, Skip	Real, Skip, Compressed
Players	Key Personnel	Operators	Variable	Key Officials OPN's Staff Field Teams
Simulation	N/A	None	Variable	As little as practical
Critique	Facilitator/Self	Drill Leader/Self	Supervisor Objective Staff	Outside Observer
Follow Up	Minutes, Notes, Practice	Study	Critique, Staff Assignments	Written Critique, Schedule of Corrections

2. Recommended Exercise Frequency

One exercise per year required, type to be decided by the Talbot County Emergency Planning Committee.

Talbot County LEPC Exercise Schedule is shown in Tab K of this annex.

VIII. PLAN MAINTENANCE

- A. The Local Emergency Planning Committee is responsible for seeing that Annex M (Hazardous Materials Plan) is reviewed annually and modified as needed.
- B. Further, this annex will be used to support a Tabletop, Functional, or Full Scale Exercise each year.
- C. Deficiencies in the annex, identified during exercises or actual incidents, shall be addressed and corrected.
- D. An **increase** in quantities of hazardous materials, maintained by **any** reporting facility, may require an additional review and/or revision of this annex.
- E. A Record of Amendments and Changes sheet is located in the front of this annex.
- F. Holders of Annex M (Hazardous Materials Plan) may report any changes or suggested revisions to the Annex to the Talbot County Emergency Management Agency prior to the yearly review.
- G. Facility information will be updated each year based on Tier II submissions received.

IX. TRAINING

- A. Agency heads with plan responsibility will identify personnel from their agency to receive training appropriate to their responsibilities in this plan.
- B. Agency heads will ensure that hazardous materials response training is included as part of their on-going emergency training.
- C. Talbot County will encourage training for identified officials. The target audience in subsequent years will be newly-elected and appointed officials of the county and its support agencies.
- D. Training for LEPC members and facility representatives will be accomplished through their participation in regularly scheduled HAZMAT exercises and through EMI home study courses.
- E. Training of emergency medical services personnel to handle radiological-contaminated patients will be accomplished by participation in the annual test of the Memorial Hospital of Easton, Maryland Hospital Plan.

X. AUTHORITIES AND REFERENCES

A. Authorities

1. Maryland Annotated Code, Article 16A.
2. Maryland House Bill Number 1466.
3. Federal Superfund Amendments & Reauthorization Act of 1986 (SARA).

B. References

1. Annex B, Communications, Talbot County EOP
2. Annex E, Evacuation, Talbot County EOP
3. Annex F, Shelter and Mass Care, Talbot County EOP
4. Annex K, Transportation, Talbot County EOP
5. Annex N, Radiological Protection, Talbot County EOP

XI. TECHNICAL REFERENCES AVAILABLE IN TALBOT COUNTY EOC

- A. U.S. DOT North American Emergency Response Guidebook (Also available in all county emergency response vehicles.)
- B. Oil Spill Field Operations Guide (ICS-OS-420-1)
- C. Copies of 40 CFR of SARA Title III.
- D. Chemical data-base programs are available on one EOC computer.
- E. National data bases are available through the Internet on the EIS Computer.

XII. DEFINITIONS

- A. Cold Zone: The control area from “warm” line to border of cold zone. This area is used for Command and Coordination.
- B. Community Emergency Coordinator: Designated individual who, along with facility emergency coordinators, shall make determinations necessary to implement the Hazardous Materials Plan.
- C. Hazardous Material: Explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive materials that, when involved in an accident and released in sufficient quantities, put some portion of the general public in immediate danger from exposure, contact, inhalation, or ingestion.
- D. Hot Zone: Area encompassing the hazardous material that is restricted to Hazmat personnel who are outfitted with appropriate level of personal protective gear.
- E. Incident Commander: The person responsible for the management of all incident operations.
- F. Incident Command System: The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident.
- G. Local Emergency Planning Committee: (LEPC) Established by Title III, Superfund Amendments and Reauthorization Act (SARA) of 1986. Members are appointed by the State Emergency Response Commission (SERC) upon recommendation by the Board of County Commissioners.
- H. Protective Action: Any action recommended by competent authority to the people at risk to prevent or reduce the possibility of injury resulting from the effects of the hazardous materials incident.
- I. Warm Zone: Contamination reduction zone located between the “hot” and “cold” zones.

XIII. ABBREVIATIONS AND ACRONYMS

- CERCLA - Comprehensive Environmental Response, Compensation and Liability Act
- CHEMTREC - Chemical Transportation Emergency Center
- DOT - U. S. Department of Transportation
- EAS - Emergency Alert System
- EMA - Emergency Management Agency
- EOC - Emergency Operating Center
- EOP - Emergency Operations Plan
- EPA - Environmental Protection Agency
- IC - Incident Commander
- ICP - Incident Command Post
- LEPC - Local Emergency Planning Committee
- MDE - Maryland Department of the Environment
- MSHA - Mine Safety and Health Administration
- NIOSH - National Institute for Occupational Safety and Health
- PIO -Public Information Officer
- SARA - Superfund Amendments and Reauthorization Act of 1986
- SCBA - Self-Contained Breathing Apparatus
- SERC - State Emergency Response Commission
- SOP - Standard Operating Procedures

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
SARA TITLE III FACILITIES
(Extremely Hazardous Materials)

2001 Tier II Reporting Facilities

Allen Family Foods
12041 Cordova Road
Cordova, Maryland 21625

Telephone #: 410-820-2100

Emergency Contact Information:

George K. Reinsfelder, Environmental Manager
410-820-2100

Bobby Jones, Refrigeration Supervisor
410-820-2100

Chemicals: Ammonia, Chlorine, Sodium hydroxide, Sulfuric acid, Carbon
Dioxide, Methanol

Site Plan on file

Celeste Industries Corporation

7978 Industrial Park Road
Easton, Maryland 21601

Telephone: 561-570-2000
(Boca Raton, Fl office)

Emergency Contact Information:

Dan MacFarland, Inventory Manager
410-822-6200 (Ext. 360)
410-482-7578 (24 hr. number)

Sarge Johnson, Safety Manager
410-822-6200 (Ext. 370)
410-228-8299 (24 hr. number)

Chemicals: Fragrance-Safe Odor,

Site Plan on File

Black and Decker, U.S. Inc.

28712 Glebe Road
Easton, Maryland 21601

Telephone: 410-820-2646

Emergency Contact Information:

Doug Gunther, Engineering Manager
410-820-2469
410-479-0671 (24 hr. number)

Bill O'Brien, Environmental Manager
410-820-2592
410-820-4676 (24 hr. number)

Chemicals: Argon, Nitrogen

Site Plan on file.

Conectiv Power Delivery

New Castle Regional Office
P.O. Box 9239
Newark, DE 19714-9239
302-454-4036

Trappe Substation

Almshouse Road
Trappe, Maryland

Grace Street Substation

St. Michaels, Maryland

Glenwood Avenue Substation

Easton, Maryland

Rt. 33 Substation

St. Michaels, Maryland

Emergency 24 hr. number – all substations – 302-454-4581

Chemicals at all substations: Mineral oil, Transformer oil, PCB Contaminated oils
may be present as well.

Site Plans on file.

Dobson Cellular of Maryland

5330 Spectrum Drive Bldg-C
Frederick, Maryland 21703

Telephone: 301-730-5755

Location: 402 Brooklets Avenue
Easton, Maryland

Emergency Contact Information:

On Call 24 hr. Technician: 301-576-9911

Craig Muck, Network Manager
301-730-5755
301-667-0033 (24 hr. number)

Chemicals: Sulfuric Acid

Site Plan on File

Easton Utilities

201 N. Washington Street
Easton, Maryland 21601

Telephone: 410-822-6110

Fax: 410-822-0743

Sites:

South Pumping Station

399 South Washington Street
Easton, Maryland

Chemicals: Hydrogen Peroxide

11 Well

28705 Glebe Road
Easton, Maryland

Chemicals: Chlorine

Wind. Br. Pumping Station

1131 South Washington Street
Easton, Maryland

Chemicals: Hydrogen Peroxide

North Pumping Station

403 Bay Street
Easton, Maryland

Chemicals: Hydrogen Peroxide

W.W.T.F.

30770 North Dover Road
Easton, Maryland

Chemicals: Chlorine, Sulfur Dioxide

Easton Utilities Commission

8940 Glebe Park Drive
Easton, Maryland

Chemicals: Ethylene Glycol

Calvert Pumping Station

204 Parris Lane
Easton, Maryland

Chemicals: Hydrogen Peroxide

Emergency Contact Information:

Richard Plutschak, Superintendent of Operations
410-822-6110 (Ext. 237)
410-822-7495 (24 hr. number)

Daniel Tarrant, Asst. Superintendent of Operations
410-822-6110 (Ext. 239)
410-822-2077 (24 hr. number)

Site Plan on File

Jensen's Hyde Park Wastewater

Rt. 309 Commerce Park Drive
Easton, Maryland 21601

Jensen's Hyde Park Wastewater
Rt. 50
Easton, Maryland 21601

Operated by: Maryland Environmental Service
2011 Commerce Park Drive
Annapolis, Maryland 21401

Telephone: 410-974-7281

Emergency Contact Information:

Avon Whyte, ESARS
410-827-6114
410-479-0892 (24 hr. number)

Chester Mott, ESO III
410-820-7736
410-745-5255 (24 hr. number)

Chemicals: Chlorine, Sulfur Dioxide

Site Plan on File

Martingham Utilities Wastewater

24490 Deepwater Point Drive
St. Michaels, Maryland 21663

Operated by: Maryland Environmental Service
2011 Commerce Park Drive
Annapolis, Maryland 21401

Telephone: 410-974-7281

Emergency Contact Information:

Chester Mott, ESO III
410-820-7736
410-745-5255 (24 hr. number)

Avon Whyte, ESARS
410-827-6114
410-827-8702

Chemicals: Chlorine

Site Plan on File

McMahan Oil

Meintzer Brothers Petroleum, Inc.

400 S. Aurora Street
Easton, Maryland 21601

Telephone: 410-820-7509

Emergency Contact Information:

Dana E. Meintzer, President
410-820-7519
410-822-4335 (24 hr. number)

Scott A. Meintzer, Vice President
410-820-4553
410-822-4335 (24 hr. number)

Chemicals: Gasoline, Fuel Oil, Diesel Fuel, Kerosene

Site Plan on file.

Norwich Fluids, Inc.

Telephone: 410-364-5777

13807 Main St.
Queen Anne, Maryland 21657

Emergency Contact Information:

Bill Sylvester, President
410-364-5777
410-364-5027 (24 hr. number)

Emmett Sylvester
410-364-5777
410-364-5885 (24 hr. number)

Chemicals: 2 – chloro – 4,6 – bis (ethylamino) – 5 – trazine, CAS #000122-34-9
UREA, CAS # 0000057-13-6
Fluzaifop – p – butyl, CAS # 0079241466
Glyphosate, CAS # 001071-83-6
Ammonium Hydroxide, CAS # 001336-21-6
Carbofuran, CAS # 001563-66-2
Dimethyl tetrachlorophalate, CAS # 001861-32-1
Paraquat, CAS # 001910-42-5
Atrazine, CAS # 001912-24-9
Ammonium Nitrate, CAS # 006484-52-2
Terbutes, CAS # 013071-79-9
Cyanizine, CAS # 02725-46-2
24D ester, 24DD Dichler phensxy getic acid ester, CAS # 025168-26-7
2 – Chloro – N – (2-Ethyl – 6 – methylphenyl), CAS # 051218-45-2
N-(2,6 – Dimethxlphenyl – N – (methexyacctly), CAS # 057837-19-1

Site Plan on file.

Orion Safety Products

28320 St. Michaels Road
Easton, Maryland 21601

Telephone: 410-822-0318
Fax: 410-822-7759

Emergency Contact Information:

Gary Schleich, Plant Manager
410-822-0318
410-763-6887 (24 hr. number)

Jeffrey W. Johnson, Director Quality and Development
410-822-0318
410-822-6808 (24 hr. number)

Chemicals: # 2 Fuel Oil, Barium Nitrate, Strontium Nitrate, Denatured Alcohol, Fusee, Gasoline unleaded, Methylene Chloride, Paraffin Oil, Petroleum Wax, Phosphorous-Red Amorphous, Potassium Chlorate, Potassium Perchlorate, Stearic Acid, Strontium Nitrate, Sulfur,

Site Plan on file.

Pep-Up Inc. # 15

Telephone: 410-822-3535

956 Port Street
P.O. Box 1328
Easton, Maryland 21601

Emergency Contact Information:

Diane Satterfield, Office Manager
410-822-3535
410-476-3700 (24 hr. number)

Martin D. Pepper, Vice President
410-228-3515 (24 hr. number)

Chemicals: Unleaded gas, Super unleaded gas, Undyed k-1 Kerosene, Low Sulfer Diesel Fuel,
#2 Fuel oil, motor oil, #2 heating oil,

Site Plan on File

Perdue Farms, Inc.

124 East Granville St.
Windsor, NC 27983
919-794-5555

Easton Grain Storage # 95
Brookletts Avenue
Easton, Maryland

Emergency Contact Information:

Martin Stewart, Environmental Manager
410-543-3424
410-543-5705 (24 hr. number)

Earl Greenwalt, Foreman
410-822-3000
410-376-0278 (24 hr. number)

Chemicals: Propane

Site plan on file.

Sea Watch, International, LTD.

Telephone: 410-822-7500

1 Airpark Drive
Airpark Industrial Park
Easton, Maryland 21601

Emergency Contact Information:

Alva Jacobs, Plant Manager
410-822-7500
410-822-0408 (24 hr. number)

Chemicals: Liquid Nitrogen, Aluminum Chloride, Carbon Dioxide,

Site Plan on file.

Sharp Energy

Telephone: 410-476-3990

W Rt. 50
9387 Ocean Gateway
Easton, Maryland 21601

Emergency Contact Information:

Mike Schneider, Office Manager
410-476-3990
410-822-8567 (24 hr. number)

Ric Chatham, Mgr. Propane Systems
443-260-1527
888-742-7740 (24 hr. number)

Chemicals: Diesel, Propane,

Site Plan on file.

Sharp Energy
Trappe Landing Grain
W. Rt. 50 at the 71-72 milemarker
Trappe, Maryland 21673

Emergency Contact Information: same as above

Chemicals: Propane

Site Plan on file.

Southern States Coop., Inc.

Telephone: 410-822-0160

Talbot Petroleum
801 Port Street
Easton, Maryland 21601

Emergency Contact Information:

Dan Lyons, Manager
410-822-0160
410-754-2469 (24 hr. number)

Art Ludwigsen
410-822-0160
410-943-0272 (24 hr. number)

Chemicals: Petroleum Distillate, CID – 6, Mixed Xylones, #2 Fuel Oil, Kerosene, Unleaded
Gasoline, L.P. Gas

Site Plan on file.

St. Michaels Wastewater

929 Calvert Street
St. Michaels, Maryland 21663

Operated by:

Maryland Environmental Service
2011 Commerce Park Drive
Annapolis, MD 21401

Telephone: 410-974-7281

Emergency Contact Information:

Harold Adams, ESO II
410-745-9257
410-745-5707 (24 hr. number)

Tim Germana, ESARS
410-745-9257
410-822-6134 (24 hr. number)

Chemicals: Chlorine, Sulfur Dioxide

Site Plan on file.

Suburban Propane

1080 N. Washington Street
Easton, Maryland 21601

Telephone: 410-822-0525

Emergency Contact Information:

Mike Hawkins, CSC Manager
410-822-0525
410-479-3747 (24 hr. number)

Leslie Warfield, Office Manager
410-822-0525
410-943-8924 (24 hr. number)

Chemicals: Propane

Site Plan on file.

Tilghman Island Wastewater

21345 Seth Road
Tilghman, Maryland 21671

Operated by:

Maryland Environmental Service
2011 Commerce Park Drive
Annapolis, MD 21401

Telephone: 410-974-7281

Emergency Contact Information:

Harold Adams, ESO II
410-886-2352 410-745-5707 (24 hr. number)

Tim Germana, ESARS
410-745-9257
410-822-6134 (24 hr. number)

Chemicals: Chlorine, Sulfur dioxide,

Site Plan on file.

United Parcel Service

9333 A Nixon Drive
Easton, Maryland 21601

410-455-8249 (Balt. ofc.)

Emergency Contact Information:

Tim Ploor, Business Manager
410-822-8200
301-261-0333 (24 hr. number)

Greg Smith, District P.E. Manager
301-604-4640
301-615-0223 (24 hr. number)

Chemicals: Regular Gasoline, Unleaded

Site Plan on file.

Valley National Gases, Inc.

9580 Black Dog Alley
Easton, Maryland 21601

Telephone: 304-232-1541 (heeling WV)

Emergency Contact Information:

Thomas Porter, Customer Service Mgr.
410-820-7927
800-535-5053 (24 hr. number)

Leroy Vanorsdale, Customer Service Rep.
410-820-7927
800-535-5053 (24 hr. number)

Chemicals: Carbon dioxide

Site Plan on file.

Verizon – Maryland, Inc.

Telephone: 302-901-9527

Sites:

Verizon Easton Central Office
40 S. Washington Street
Easton, MD 21601

Chemicals: Diesel Fuel No. 1, Sulfuric Acid

Verizon Trappe CDO
29428 Greenfield Avenue
Trappe, Maryland 21673

Chemicals: Battery sulfuric acid

Emergency Contact Information (both Sites):

Irving Brown, Jr., DBC
410-221-9211
888-696-3973 (24 hr. number)

Compliance Service Center
800-386-9639
800386-9639 (24 hr. number)

Site Plan on file.

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
NON-SARA TITLE III FACILITIES OF SPECIAL CONCERN

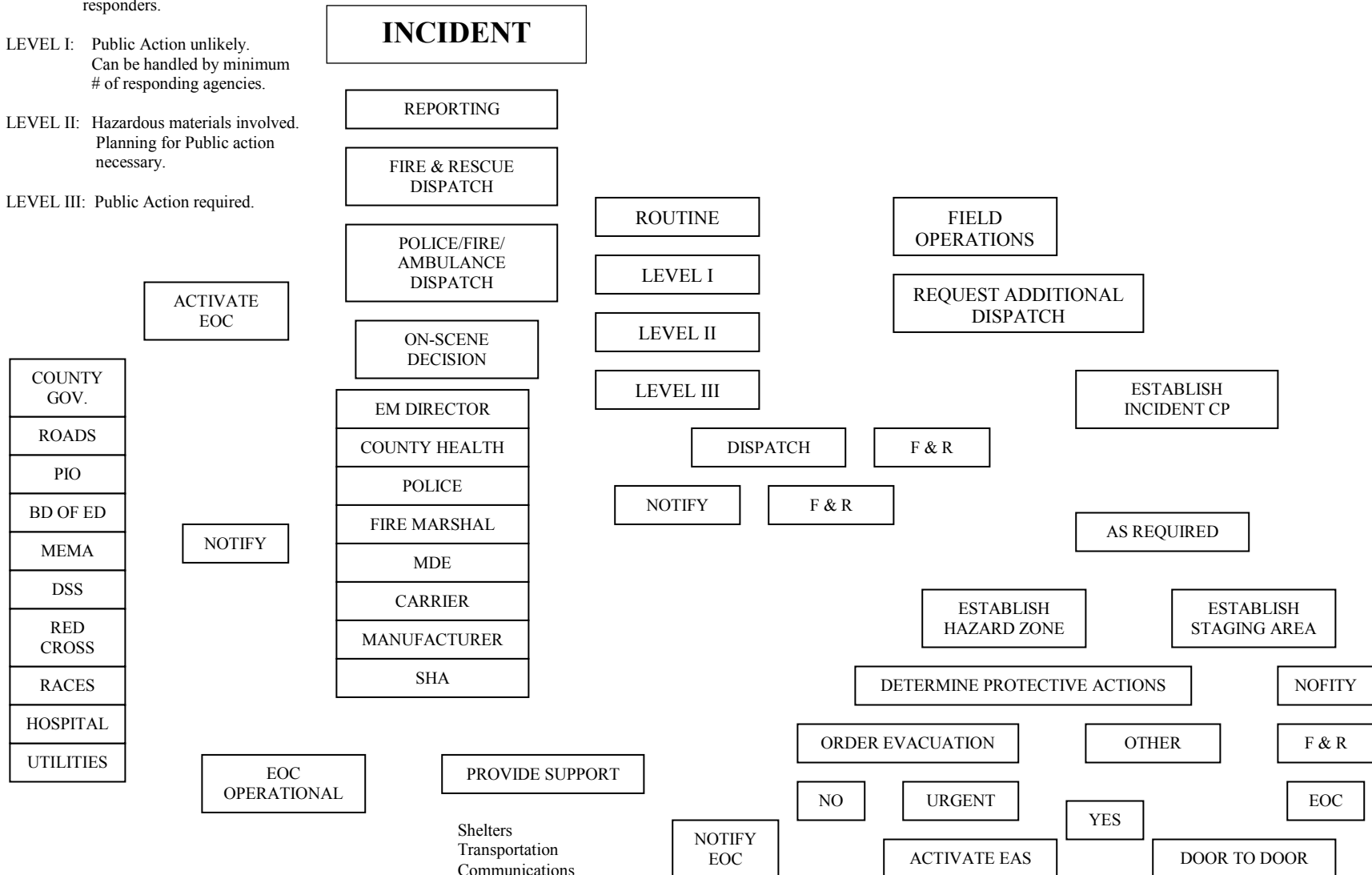
INCIDENT COMMAND/RESPONSE LEVELS CHART

Routine: No public action needed.
Can be handled by primary responders.

LEVEL I: Public Action unlikely.
Can be handled by minimum # of responding agencies.

LEVEL II: Hazardous materials involved.
Planning for Public action necessary.

LEVEL III: Public Action required.



Tab C - Reporting and Information Call List

AGENCY/DEPT	RESPONSIBILITIES	PHONE #
CHEMTREC	Technical information (i.e. effects, methods of containment and control, etc.	1-800-424-9300
Environmental Protection Agency (Region III)	Oil & hazardous materials incidents north of U.S. Rt. 50	1-800-424-8802 (Note: Response Center 24-hours # is 215-566-3255 as of 5/96)
MDE Hazardous & Waste Management Administration	Hazardous and waste incidents, oil spills, water pollution	Day - 1-800-633-6101 Day – 410-974-3551 Night – 410-333-2950
MDE Center for Radiological Health	Incidents involving radioactive materials	Day – 1-800-633-6101 Day – 410-631-3180 Night – 410-243-8700
National Response Center	All reportable quantity oil spills, chemical releases, & radiological incidents	1-800-424-8802
Nuclear Regulatory Commission	Radioactive materials spills into waterways	
State Emergency Response Commission (SERC)	Maryland Emergency Management Agency	
State Fire Marshall	Incidents involving explosives	Day - 410-486-3101 Day – 410-822-
U.S. Army – Ft. Meade	Incidents involving the military	
U.S. Coast Guard Federal On Scene Coordinator	Oil & hazardous materials incidents in coastal areas south of U.S. Rt. 50	1-800-424-8802

Emergency Coordinators in Neighboring Counties

Caroline County Emergency Management Agency, Director: Bryan Ebling
Phone: 410-479-2622, (24 hr – 410-479-4200)

Queen Anne's County Emergency Management Agency, Director: Philmont Taylor
Phone: (24 hr –

Dorchester County Emergency Management Agency, Director: Wayne Robinson
Phone: (24 hr -

Tab D - Major Transportation Route Carriers

(Located in Talbot County/Surrounding Jurisdictions which may utilize Talbot County Roads)

COMPANY NAME/ LOCATION	CONTACT PERON	PHONE #
Suburban Propane Easton, MD		
Pep-Up Easton, MD		
Southern States Petroleum Easton, MD		
United Propane		
Sharp Energy Easton, MD		
McMahan Oil Easton, MD		
Meintzer Brothers Easton, MD	Dana Meintzer	
United Parcel Service		
ABF Freight System, Hurlock, MD		1-800-542-2882
CBL Trucking,4810 Williamsburg Road Hurlock, MD		410-943-4812
Consolidated Freight,Hurlock-Federalsburg Rd.,Hurlock, MD		410-943-1004
Koski Trucking,4810 Williamsburg Road Hurlock, MD		1-800-638-1196
Yellow Freight Systems Rd 2, Seaford, DE 19973		1-800-433-3376
Roadway Express, Salisbury, MD		410-546-9600

Tab E – Radio Stations, TV Stations, Newspapers

Radio Stations

Station Name/Location	Fax #	Phone #
WCEI FM Easton, Maryland	410-822-0576	410-822-3301
WCEM AM/FM Cambridge, Maryland	410-228-1030	410-228-4800
WAAI/WTDK FM Hurlock, Maryland	410-228-4450	410-228-4450
WICO Salisbury, Maryland		410-742-3212
WJDY Salisbury, Maryland		410-742-5191
WCAO Baltimore, Maryland		410-653-2200

Television Stations

Station Name/Location	Channel	Fax #	Phone #
WBOC Salisbury, Maryland	16	410-742-5190	410-749-4111 Ext 1
WMDT Salisbury, Maryland	47	410-742-5767	410-742-4747
WBAL Baltimore, Maryland	11		410-467-3000
WMAR Baltimore, Maryland	2		410-377-2222
WDCA Washington, DC	20		202-654-2600
WTTG Washington, DC	5		202-224-5151

Newspapers

Name/Location	Fax #	Phone #
Star Democrat Easton, Maryland	410-770-4019	410-770-4010
Daily Banner Cambridge, Maryland	410-228-6547	410-228-3131
Dorchester Star Cambridge, Maryland	410-229-0685	410-228-0222
Daily Times Salisbury, Maryland	410-749-7290	800-443-2459 Ext. 306
Baltimore Sun Salisbury, Maryland		410-742-8506

Tab F
Sample News Releases

INITIAL PUBLIC NOTIFICATION OF HAZMAT INCIDENT

THE PRESIDENT OF THE COUNTY COUNCIL OF TALBOT COUNTY HAS
ANNOUNCED THAT COUNTY EMERGENCY PERSONNEL HAVE RESPONDED TO A
HAZARDOUS INCIDENT AT _____.
(location or company name/address)
PERSONNEL ARE CURRENTLY ASSESSING THE SITUATION TO DETERMINE IF ANY
PROTECTIVE ACTIONS WILL BE RECOMMENDED FOR THE PROTECTION OF THE
RESIDENTS OF _____.
(area of County/City)
AT THE PRESENT TIME, YOU ARE ASKED TO REMAIN CALM AND LISTEN TO
YOUR LOCAL RADIO STATION FOR FURTHER INFORMATION AND/OR
INSTRUCTIONS. PLEASE REMAIN CALM AND STAY TUNED TO THIS STATION FOR
FURTHER ACCURATE INFORMATION AND/OR INSTRUCTIONS.

(END)

Tab F
Sample News Releases

EVACUATION NOTIFICATION

THE PRESIDENT OF THE COUNTY COUNCIL OF TALBOT COUNTY HAS
ANNOUNCED THAT DUE TO A HAZARDOUS MATERIALS INCIDENT WHICH
OCCURRED AT _____ AT _____ TODAY.
(location/address) (time)

EVACUATION IS BEING RECOMMENDED FOR ALL PERSONS IN THE FOLLOWING
AREAS OF _____ : _____
(City/Talbot County) (Give exact locations, streets, etc.)

by widely recognized boundaries)

RESIDENTS ARE URGED TO EVACUATE THE (repeat the area to be evacuated)
IMMEDIATELY. (REPEAT). RESIDENTS WHO DO NOT HAVE PRIVATE TRANS-
PORTATION ARE ADVISED THAT _____
(County School buses, police/fire vehicles etc.)

WILL BE PROVIDED. IF YOU HAVE YOUR OWN TRANSPORTATION, PLEASE GO
IMMEDIATELY TO THE SHELTER(S) WHICH HAS/HAVE BEEN OPENED AT

(location of shelter/shelters)

IF YOU NEED TRANSPORTATION TO A SHELTER, CONTACT THE TALBOT COUNTY
EMERGENCY MANAGEMENT AGENCY AT _____ OR STAY TUNED
(telephone #)

TO THIS STATION FOR INFORMATION ON PICK-UP LOCATIONS IN YOUR AREA.

IF YOU HAVE A NEIGHBOR WHO IS HANDICAPPED, HEARING OR SIGHT IMPAIRED,

HAS MOBILITY DIFFICULTIES OR OTHER SPECIAL NEEDS, PLEASE NOTIFY THEM OF THE EMERGENCY AND ASSIST THEM IN GETTING NECESSARY TRANSPORTATION ASSISTANCE.

PERSONS TAKING MEDICATIONS SHOULD TAKE THEIR MEDICATIONS WITH YOU TO THE SHELTER. PERSONS WITH INFANT CHILDREN SHOULD TAKE FORMULAS, FOOD AND DIAPERS WITH YOU. IF YOU HAVE ANY SPECIAL DIETARY REQUIREMENTS, PLEASE BRING THE FOOD YOU REQUIRE WITH YOU. PETS ARE NOT ALLOWED IN PUBLIC SHELTERS SO DO NOT TAKE YOUR PETS WITH YOU. STAY TUNED TO THIS STATION FOR INFORMATION ON HOW TO TAKE CARE OF YOUR PET.

(END)

Tab F
Sample News Releases

SHELTERING IN-PLACE NOTIFICATION

THE PRESIDENT OF THE COUNTY COUNCIL OF TALBOT COUNTY HAS
ANNOUNCED THAT DUE TO A HAZARDOUS MATERIALS INCIDENT CURRENTLY
OCCURRING AT _____, ALL PEOPLE IN THE
(location/address)
FOLLOWING AREA(S) _____
(give exact locations, streets, etc, by widely recognized
_____ ARE URGED TO SEEK SHELTER INSIDE THEIR HOME OR
boundaries)
OR OTHER BUILDING. THE PLUME, CONTAINING AIRBORNE TOXIC SUBSTANCES
IS EXPECTED TO MOVE OUT OF THE AREA QUICKLEY; HOWEVER IT IS
IMPERATIVE THAT YOU SEEK SHELTER TO PROTECT YOU UNTIL THAT OCCURS.
ONCE INSIDE YOUR HOME OR BUILDING, TURN OFF ALL AIR CIRCULATING
SYSTEMS (INCLUDING HEATING, AIR CONDITIONING, CLOTHES DRYERS, VENT
FANS AND FIREPLACES. KEEP THE DOORS AND WINDOWS CLOSED. (IF
APPROPRIATE, ADVISE TO PLACE WET TOWEL AROUND DOORWAYS AND
WINDOWS). REMAIN IN THE BUILDING UNTIL ADVISED BY LOCAL AUTHOITIES
THAT IT IS SAFE TO LEAVE AND/OR UTILIZE AIR CIRCULATING SYSTEMS, ETC.
STAY TUNED TO YOUR LOCAL RADIO STATION FOR FURTHER INFORMATION
AND/OR INSTRUCTIONS. REPEAT AS NECESSARY.

(END)

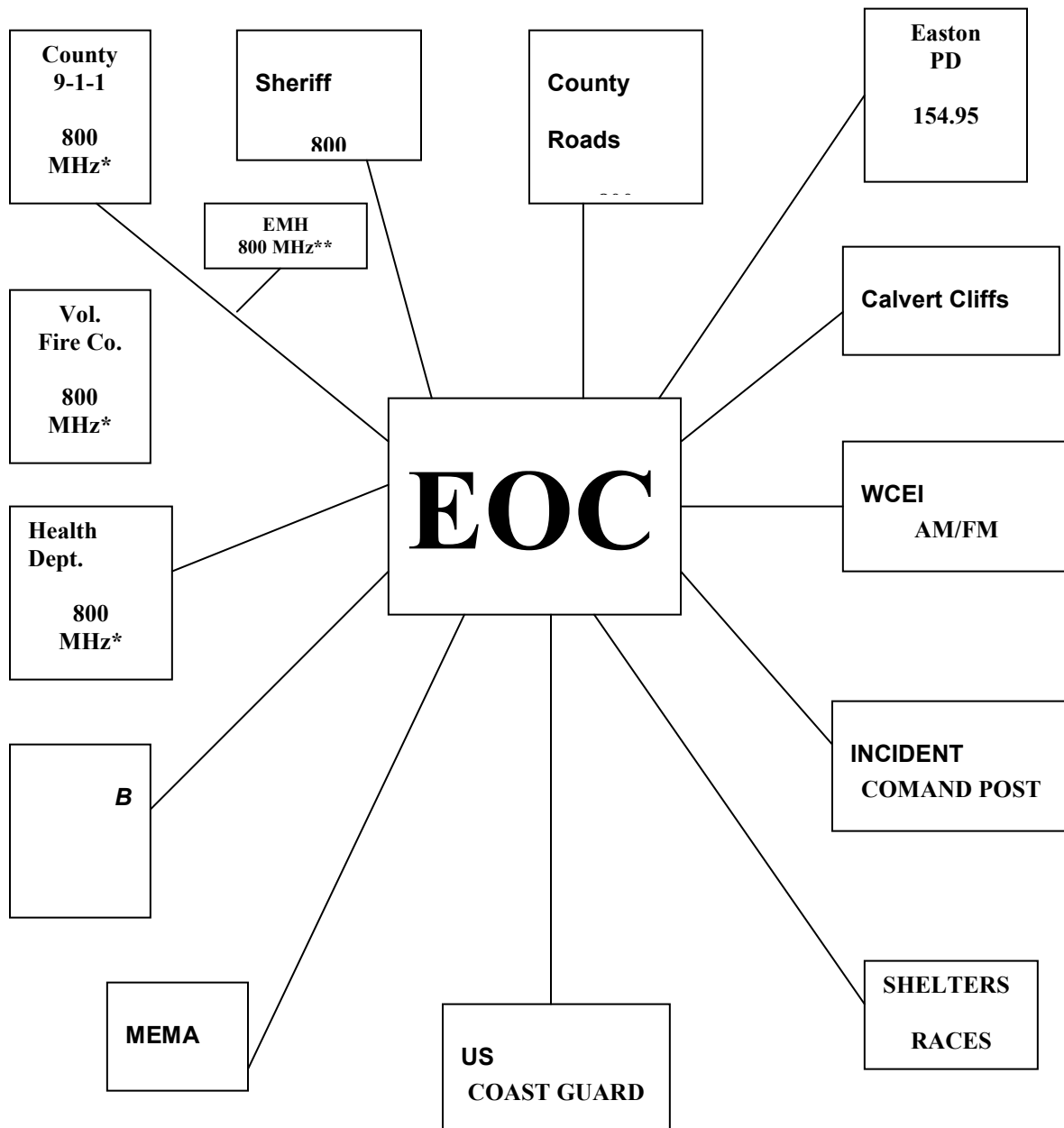
Tab F
Sample News Releases

SCHOOL EVACUATION NOTIFICATION

THE PRESIDENT OF THE COUNTY COUNCIL OF TALBOT COUNTY HAS
ANNOUNCED THAT DUE TO A HAZARDOUS MATERIALS INCIDENT WHICH
OCCURRED AT _____, STUDENTS AT THE
(location, company, address)
_____ HAVE BEEN EVACUATE TO A SHELTER
(name of school)
LOCATED AT _____. IF THE EMERGENCY
IS OVER PRIOR TO NORMAL SCHOOL DISMISSAL TIMES, SCHOOL BUSES WILL
RUN THEIR REGULARLY SCHEDULED ROUTES. IF, HOWEVER; THE EMERGENCY
CONTINUES ON PAST NORMAL SCHOOL DISMISSAL TIME, STUDENTS WILL
REMAIN AT THE SHELTER UNTIL SUCH TIME AS OFFICIALS DECLARE IT IS
SAFE FOR THEM TO LEAVE. PARENTS SHOULD STAY TUNED TO THE LOCAL
RADIO STATION FOR THE LATEST INFORMATION AND INSTRUCTIONS. (REPEAT
AS NECESSARY.

(END)

Tab G COMMUNICATIONS NETWORK



*Denotes County 800 MHz Trunked Radio System **County 9-1-1 and Volunteer Fire Company Ambulances have contact with Easton Memorial Hospital through an EMS frequency.

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE
INITIAL NOTIFICATION FORM

1. This is _____ from _____
(Name) (facility name)
_____, _____
(facility address) (phone #)
2. I am calling to report a _____ spill, _____ release, _____ explosion, _____ other.
(Explain "other") _____
3. A local Emergency Response is _____ required, _____ not required.
4. This event occurred at _____ (time), on _____ (date)
5. The material involved is _____.
6. The material is a _____ gas, _____ liquid, _____ solid.
7. The amount involved is _____
8. The incident is _____ ongoing, _____ terminated as of _____ (time)
9. The incident is _____ affecting a waterway, _____ (name of waterway),
_____ not affecting a waterway.
10. There are _____ injuries. _____ There are no injuries.
(Number of injured if checked _____)
11. The potential health and environmental effect from exposure to the material are: _____

12. We recommend _____

13. Other pertinent information _____

TALBOT COUNTY, MARYLAND

LOCAL EMERGENCY PLANNING COMMITTEE

DISPATCH RESPONSE CHECKLIST

_____ INCIDENT INVOLVES A VEHICLE TRANSPORTING A HAZARDOUS SUBSTANCE WHICH IS ON FIRE, LEAKING, OVERTURNED, OR HAS CRASHED. ANY VEHICLE INVOLVED IN THE ABOVE DISPLAYING A PLACARD OR SUSPECTED OF TRANSPORTING A HAZARDOUS SUBSTANCE MEETS THE CRITERIA FOR HAZMAT RESPONSE. NOTE: THIS **DOES NOT** INCLUDE CALLS OF HOT BRAKES UNLESS OTHER INFORMATION IS RECEIVED OF HAZARDOUS CARGO ON BOARD.

_____ INCIDENT INVOLVES ANY AIRCRAFT THAT HAS CRASHED.

_____ INCIDENT INVOLVES A FUEL STORAGE TANK FACILITY, STORE, WAREHOUSE, OR OTHER BUILDING OR FACILITY THAT IS KNOWN OR SUSPECTED OF CONTAINING HAZARDOUS SUBSTANCES.

_____ INCIDENT INVOLVES A LARGE LEAK OF HAZARDOUS SUBSTANCE IN AN INDUSTRIAL FACILITY, COMMERCIAL ESTABLISHMENT, MULTI-STORY BUILDING (I.E., NATURAL GAS, PROPANE, ETC.)

_____ ENVIRONMENTAL SPILL (ON LAND) **OVER 50 GALLONS**.

_____ ENVIRONMENTAL SPILL THAT INVOLVES A WATER SYSTEM OF **ANY QUANTITY** (BELOW GRADE, DRAINS, SEWERS, WELLS).

_____ ENVIRONMENTAL SPILL THAT INVOLVES A WATERWAY OF **ANY QUANTITY** (CREEK, RIVERS, STREAM, SPRING).

_____ A REQUEST FOR ADDITIONAL ASSISTANCE OR RESOURCES MAY BE INITIATED BY ANY ON-SCENE COMMANDER

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE
CHEMTREC REPORT

Point of Contact

Name/Title of Person making request

Organization

Physical location/ mailing address

Phone #

Extension

Product Name

Shipper/Origin

Consignee/Destination

Container: Quantity/Type

Carrier Name

Police/Fire Respond

Population Area

Weather/Temperature

[illegible]

Talbot County Emergency Planning Committee



Hazardous Materials Facility Site Plan

Box Area_____(completed by LEPC)

Name of Facility

Completed by/Title

Date

**Talbot County
Emergency Planning Committee
Hazardous Materials Facility Site Plan**

Table of Contents

	<i>Facility Background/Contact Information</i>	<i>Page 3</i>
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Chemical Inventory		Page 5
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Area Map		Page 8
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Hazardous Materials Shipping Routes/ Modes of Shipping		Page 11

Attachments to Site Plan Package:

Episodic Release Scenario

EPA Fact Sheet – Lightning Hazard to Facilities Handling Flammable Substances

EPA Fact Sheet – Chemical Accident Prevention: Site Security

NRT – Are you Ready?

Tier II Form and Instructions

EPA – List of Lists

DOT - Guidebook

COPY OF TALBOT COUNTY HAZARDOUS
MATERIALS ANNEX PROVIDED ____Yes
____No

TALBOT COUNTY HAZARDOUS MATERIALS
FACILITY SITE PLAN
BACKGROUND/CONTACT INFORMATION

Box: _____ SARA 302
Facility Y or N

Facility Name:

**Physical Location/
Address:**

Mailing Address:

Business Phone:

_ Business Fax: _____

Business

Email Address: _____

EMERGENCY CONTACT INFORMATION

Facility Manager	Work Phone #	
-----------------------------	---------------------	--

Contact Info Name/Title		
Alternate Contact Info Name/Title	Work	

**Facility
Name:** _____

Notification Procedures

In the event of a Chemical Release of a Reportable Quantity, Immediately Notify:

FOR RESPONSE:	9-1-1
LOCAL EMERGENCY PLANNING COMMITTEE	1-410-770-8160
STATE EMERGENCY RESPONSE COMMISSION	1-410-631-3800
NATIONAL RESPONSE CENTER	1-800-424-8802

Please be prepared to provide the following information:

Chemical Name:
Whether the chemical in question is on Extremely Hazardous Substance List or not:

Quantity of Chemical Release:

Time and Duration of Release:

The media into which the release occurred: (Air, water, ground):

Any known or anticipated acute or chronic health risks:

Proper precautions being taken as a result of the release:

Provide medical attention to all exposed persons:

Name and telephone numbers of persons to be contacted for further information:

Does your facility have any in-house Notification procedures? () yes () no

(If yes, please type in below or if you require more room, please attach.)

FACILITY NAME: _____ DATE: _____ PAGE ____ OF ____

CHEMICAL NAME	TRADE NAME	DOT GUIDE #	C.A.S. I.D. #	PHYSICAL STATE			MAX. DAILY AMOUNT	EVAC. REQ.	MSDS ATTACHED Y/N
				GAS	LIQ	SOL			

(Copy and attach additional sheets if necessary. **Be sure to attach an MSDS for each chemical listed.**) (Please attach all in-house evacuation policies to this sheet.)

FACILITY NAME: _____

ON-SITE EMERGENCY RESOURCES

Please list below any equipment you have on site which can be utilized in an emergency at your facility. If you need additional sheets, please Xerox as necessary.

TYPE OF EQUIPMENT	LOCATION	SUITABILITY (What can it be used for?)

List person(s) other than Facility Coordinator that are responsible for the operation of listed equipment:

1. _____ 2. _____

3. _____ 4. _____

FACILITY NAME: _____

FACILITY/RESIDENTIAL AREAS LOCATOR

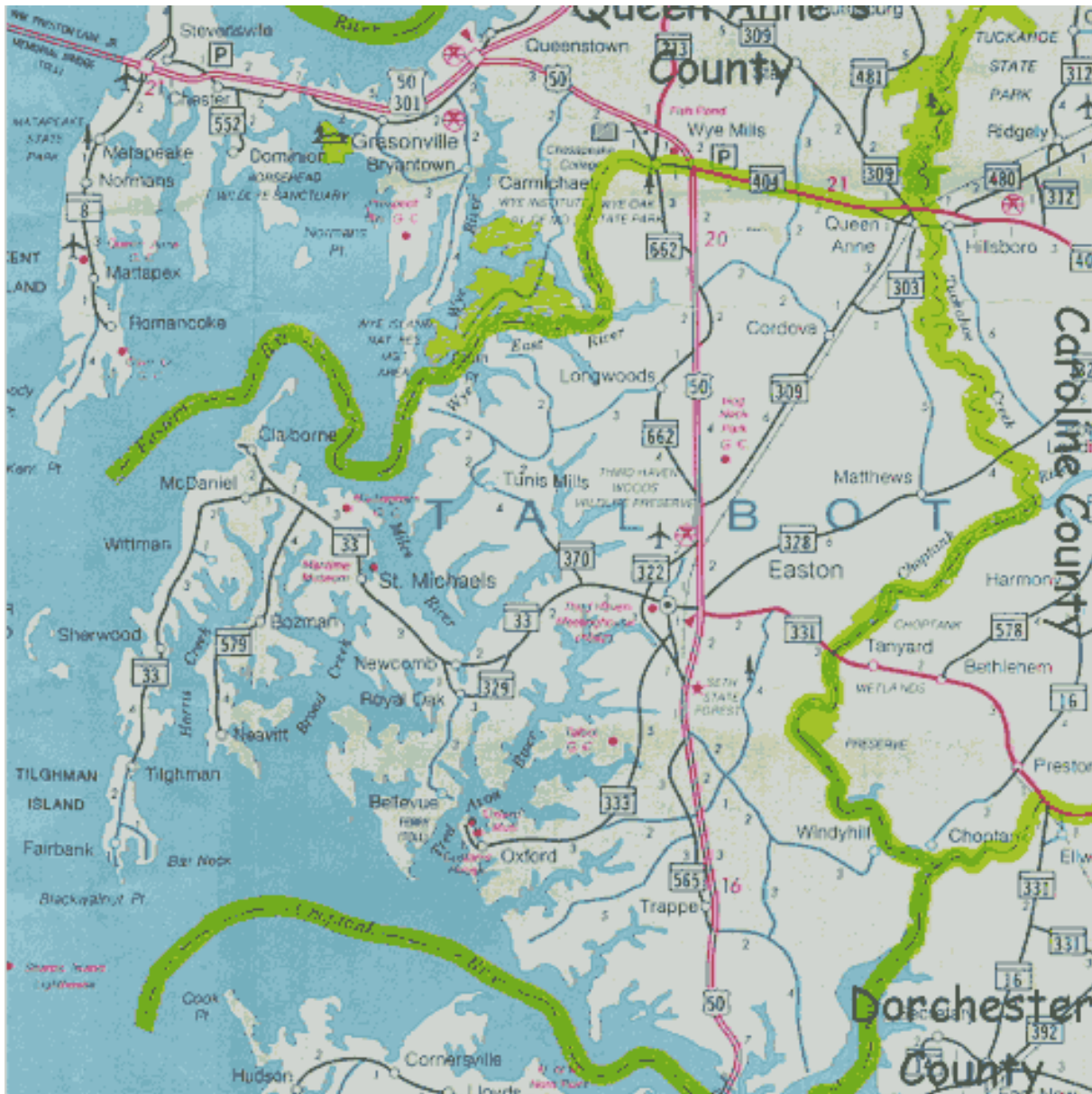
Please list below facilities/residential areas subjected to additional risk due to their proximity to your facility.

Facility Name /Residential Area (Street, Development Name, etc.)	Telephone #	Contact Person(s)	Approximate Population

FACILITY NAME: _____

AREA MAP

Please clearly indicate on this map, your facility's location.



FACILITY NAME: _____

SITE MAP

(Please draw a site map or attach a prepared site map for your location to this sheet)

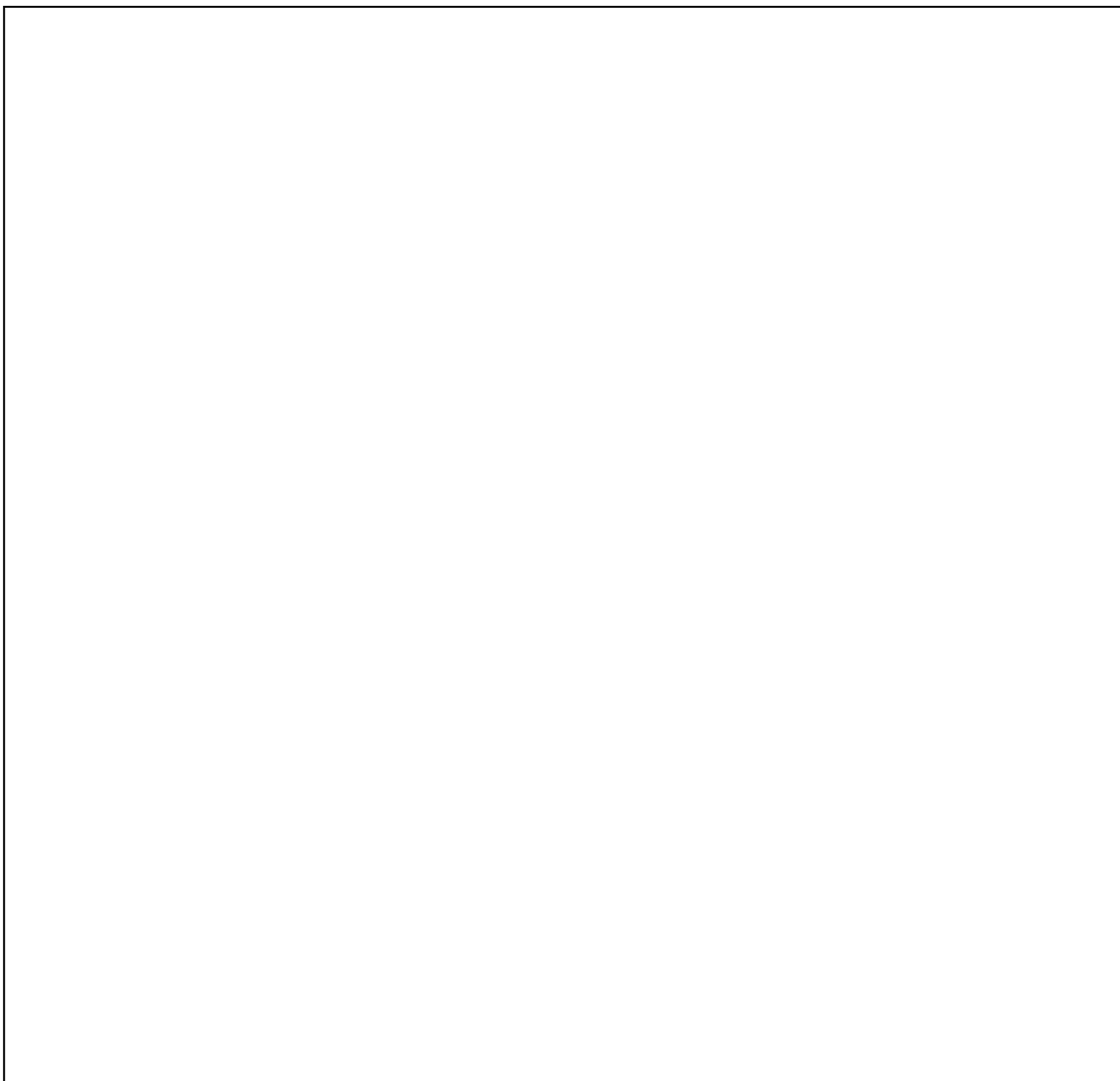
A site map illustrates your facility's buildings, access roads, parking lots, waterways, ponds, building entrances and exits, fire department connections, hydrants, gas, electric and water shutoffs, hazardous materials storage areas. Also, please indicate geographic north on this map. (Please use the section below or attach an 8 ½" x 11" map.)



FACILITY NAME: _____

FLOOR PLAN MAP

(Please draw floor plans of your facility, or attach prepared floor plans to this sheet) Xerox this page if necessary. This drawing should outline your facility's buildings. Concentrate on providing a true picture of the interior of the buildings on your site. Please also mark fire walls, fire doors, exits, rooms, evacuation routes and hazardous materials storage locations. Also, please indicate where the interior shut-off valves for gas, electric, and water special fire protection systems such as sprinklers, containment structures and drains. (Please indicate geographic north on this map also.) (Please try to reduce prepared floor plans to an 8 ½" x 11" sheet of paper in order that it can be easily handled by first responders.)



TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
HAZMAT TRANSPORTATION ROUTES

(MAP) Fig. 1

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
HAZMAT TRANSPORTATION ROUTES

(EASTON MAP) Fig. 2

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
FIXED FACILITIES MAPS

(MAP) Fig. 1

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

**TALBOT COUNTY
FIXED FACILITIES**

Easton:

St. Michaels:

Oxford:

Cordova:

Tilghman:

LOCAL EMERGENCY PLANNING COMMITTEE

**TALBOT COUNTY
FIXED FACILITIES**

(Maps showing all fixed facility locations)

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

ADJACENT FACILITIES MAPS

(MAP) Fig. 1

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
Adjacent Facilities

Easton:

St. Michaels:

Oxford:

Cordova:

Tilghman:

LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
Adjacent Facilities

(Maps showing all facilities adjacent to Fixed Facilities)

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
MAXIMUM SAFETY DOWNWIND EVACUATION AREA

(MAP) Fig. 1

TALBOT COUNTY, MARYLAND
LOCAL EMERGENCY PLANNING COMMITTEE

TALBOT COUNTY
HAZMAT PRIVATE CLEAN-UP CONTRACTORS

1. A & A Waste Oil Co., Inc., 3635 Woodland Avenue, Baltimore, MD 21215
410-578-0954
2. Allwaste/Clean America, Rt. 2, Box 14, Delmar, DE 19940
1-800-234-7745 (24-Hour # - 302-846-3200) FAX: 302-846-3905
3. Clean Harbors Environmental Services, 1604 Bush Street, Baltimore, MD
410-685-3910
4. Environmental Hazardous Services, Inc., 408 Headquarters Drive,
Millersviller, MD 410-987-3519
5. The Guardian Company, 1280 Porter Road, Bear, DE 19701-1331
302-834-1000

Talbot County
Emergency Operations Plan
Annex N - Radiological Protection

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- II. SITUATION AND ASSUMPTIONS
 - A. Situation
 - B. Assumptions
- III. CONCEPT OF OPERATIONS
 - A. Pre-Emergency Preparedness
 - B. Increased Readiness
 - C. Emergency Operations
 - D. Recovery
- IV. ORGANIZATION AND RESPONSIBILITIES
 - A. Organization
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 - 1. County
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VII. ACRONYMS AND DEFINITIONS OF TERMS

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B. Definitions of Terms

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APPENDIX A Training Standards for Normal and Surge Operations

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APPENDIX B Standards for Exercising Radiological Protection System

1. Exercising
2. Standards

Talbot County
Emergency Operations Plan
Annex N
Radiological Protection

I. PURPOSE

To establish procedures for providing radiological protection to the citizens of Talbot County, Maryland, in case of nuclear attack.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Talbot County may be subjected to radiological hazards in the event of a nuclear attack upon the United States.
2. The detection and countermeasures for radiation exposure hazards from a nuclear attack require special instruments and specially trained personnel.

B. Assumptions

1. A nuclear attack with little or no warning is possible and will be preceded by a period of escalating world tensions.
2. Following a nuclear detonation in the United States, many areas of Maryland, including Talbot County, will experience moderate to high levels of radiation resulting from radioactive fallout.
3. No part of Talbot County is immune to radiological exposure.
4. Little or no immediate assistance will be available from outside the County following an attack.
5. Communications and utilities will be disrupted for an extended period.
6. Talbot County has the required resources for radiological-defense (RADEF) planning and a trained cadre of radiological-protection personnel available.

III. CONCEPT OF OPERATIONS

The Talbot County Emergency Management Agency (TCEMA) will develop and maintain a Radiological Protection System (RPS) with the necessary plans and procedures to provide for the safety and protection of its populace. The County's Radiological Defense Officer (RDO) will establish a network of strategically located monitoring stations and develop reliable means for reporting radiological information to the County Emergency Operating Center (EOC) for evaluation and dissemination.

Separate Annexes governing Alert and Warning, Communications, Direction and Control, Evacuation, Shelter and Mass Care, Public Information, and other pertinent operations are addressed in the County Emergency Management Plan (EMP).

A. Pre-Emergency Preparedness

During this phase the County will take the following actions in preparing for a nuclear-attack type of radiological emergency:

1. Develop and maintain a trained RADEF staff for utilization at the EOC.
2. Develop a RPS to include the following capabilities:
 - a. Shelter radiological monitoring (SRM) to assess the individual radiation environments of shelters. This capability shall be responsible for finding the best protected locations in the shelter, evaluating shielding improvements, determining the length of time of radiation exposure to shelterees, and monitoring weather effects on fallout.
 - b. Self-protection radiological monitoring (SPRM) to assess and limit the radiation exposure of personnel who must conduct emergency operations under fallout conditions. Examples of critical worker categories are:
 - (1) Police and fire units.
 - (2) Utility operators.
 - (3) Food distribution employees.
 - (4) Manufacturers of survival items.

- (5) Workers in essential industries.
- c. Monitoring, reporting, and assessment (MR&A) capability for determining the extent and magnitude of the radiological hazard throughout the County in order to determine when to:
 - (1) Initiate emergency operations.
 - (2) Use lower grade shelters.
 - (3) Relax restrictions in shelter living.
 - (4) Permit people to go outside of shelters.
 - (5) Take radiological countermeasures.
- d. Decontamination capability to reduce fallout radiation to acceptable levels in order to:
 - (1) Decrease radiation exposure to emergency personnel.
 - (2) Allow early use of essential facilities.
 - (3) Avoid spread of fallout into clean areas.
- 3. Develop capability for providing trained RDO's radiological response team (RRT) members, and self-protection radiological monitors (RM's). (Refer to Appendix A for information pertaining to training standards.)
- 4. Ensure availability of adequate communications to report and disseminate radiological conditions to the State and other EOC's.
- 5. Conduct and participate in tests and exercises to assess the effectiveness of the County RPS. (Refer to Appendix B for guidance pertaining to exercises.)
- 6. Ensure availability of properly calibrated and maintained radiation detection instruments and necessary supplies.
- 7. Develop and maintain this Radiological Protection Annex to the County EMP.

8. Maintain notification lists of key agencies and essential personnel for EOC operations.
9. Review radiation exposure limits for nuclear emergencies.
10. Review and update resource lists pertaining to personnel, facilities, equipment, etc.
11. Prepare Radiological Protection Standard Operating Procedures (RPSOP's) in support of the Radiological Protection Annex. At a minimum, the following activities should be addressed; if any are already covered in other annexes, indicate reference to those Annexes:
 - a. EOC operations and lines of succession
 - b. Radiation exposure control.
 - c. Monitoring, reporting, and assessment procedures.
 - d. Distribution of bulk-stored instrumentation.
 - e. Expedient training of radiological personnel.
 - f. Decontamination of personnel and equipment.
 - g. Resource lists.

B. Increased Readiness

The County will take the following actions, as appropriate, during a period of escalating world tensions:

1. Notify County officials and representatives of key agencies as to the developing situation and possible protective actions contemplated
2. Review and update County plans and procedures, and implement appropriate actions in regard to radiological protection.
3. Test previously established alert and warning, communications, and MR&A procedures.

4. Activate and exercise the RADEF staff of the EOC, and accelerate staff training in RADEF operations as necessary. In addition, brief other EOC members on radiological protection operations.
5. Initiate expedient RM training and/or refresher training of shelter and self-protection RM's. (Refer to Appendix A for information pertaining to training standards.)
6. Upgrade and test RADEF instruments sets.
7. Distribute bulk stored RADEF instrumentation and supplies in accordance with pertinent RPSOP.
8. Prepare local stations for performing radiological monitoring operations.
9. Prepare emergency public information and coordinate its release with the County Public Information Officer (PIO).
10. Recommend to local agencies other protective actions which appear appropriate to the situation.
11. Notify State EOC of operational readiness of County EOC.

C. Emergency Operations

As the result of nuclear detonation (or other serious radiological incident within the area), the County will perform the following emergency radiological operations when appropriate:

1. Complete implementation of previously listed Increased Readiness actions not already accomplished; this will include, if necessary, on-the-job training of the EOC RADEF staff.
2. Review internal EOC operations pertaining to message control, routing, and communications.
3. Perform radiological monitoring operations.
4. Maintain communications with shelters and monitoring teams in accordance with the Communications Annex to the County EMP.
5. Consolidate, plot, and analyze radiological data and damage assessments reported to the EOC.

6. With the assistance of the PIO, warn the public of a crisis situation and expedient protective measure to be taken.
7. Coordinate requests for assistance from local agencies.
8. Implement exposure control and maintain exposure records for emergency workers engaged in radiological operations in accordance with the pertinent RPSOP.
9. Utilize State-authorized mobile and aerial monitoring capabilities, if available, to supplement reports by field RM's.
10. Provide the State EOC with reports on the local situation.

D. Recovery

The County will take the following actions to recover from emergency radiological conditions:

1. Continue to monitor conditions throughout the County. All SPRM Teams, shelter monitors, and emergency workers will operate until informed they are no longer needed.
2. Obtain additional survey instruments, if needed, from existing shelters and self-protection units experiencing low level radiation conditions or from State resources.
3. Post-emergency conditions for RADEF operations will be in effect until the radiation level decays to 0.5 Roentgen per hour and remains at or below this level. If outdoor activities must be performed at radiation levels greater than 0.5 Roentgen per hour, the Health Officer has the responsibility for advising the County of the hazards and risks associated with specific activities at those levels.
4. Continue to maintain personnel exposure records.
5. Utilizing trained decontamination teams from County agencies and private industries, conduct decontamination operations as outlined in the pertinent RPSOP.
6. Restore order and control, perform search and rescue, and reestablish essential services as quickly as possible.

7. Provide the public, through the PIO, with information on current radiological conditions. Broadcast requests for additional able-bodied personnel, if needed, to assist in performing recover operations.
8. Continue to provide updated reports to the State EOC.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The Talbot County Emergency Management Agency, in conjunction with the County Health Department, will be responsible for implementing the RPS capabilities of monitoring, collecting, analyzing, and reporting radiological information to the extent necessary to ensure maximum protection to the local population.
2. The Talbot County EOC, located at 605 Port Street, Easton, Maryland 2601 (phone 410-770-8160), will operate as the evaluation center for radiological analysis and damage assessment. In addition, it will serve as the central storage and dissemination point for monitoring instruments, and will provide map displays indicating risk areas and monitoring points. These activities will be conducted in accordance with established RPSOP's.
3. Request State assistance through the State EOC, operated by the Maryland Emergency Management Agency (MEMA), located at 2 Sudbrook Lane East, Pikesville, Maryland 21208 (phone 301-486-4422).
4. Coordinate requests for Federal assistance through the State EOC to the Federal Emergency Management Agency (FEMA), Region III, located at 105 South Seventh Street, Philadelphia, Pennsylvania 19106 (phone 1-215-931-5608 or 1-215-931-5500/24-hour phone).

B. Responsibilities

1. County

The primary objective of the County RPS is the ability to evaluate and utilize locally collected radiological information to ensure the maximum protection of the local population from the effects of radiation. The following local personnel, agencies, and services shall contribute to the accomplishment of this objective:

a. Director, TCEMA

- (1) Act as coordinating agent for radiological protection matters reported to and from the County EOC.
- (2) Develop a comprehensive radiological protection plan.
- (3) Test and evaluate the operational capability of the County RPS.
- (4) Coordinate training of the radiological staff.

b. Radiological Staff

The radiological staff in the EOC will consist of, at a minimum, one RDO and one Assistant RDO. Their duties shall include the following operations:

- (1) Organize, train, direct, and field the County radiological-monitoring teams.
- (2) Maintain current roster of trained monitors and assign them to field-monitoring teams and shelters.
- (3) Assign pre-designated fixed monitoring points to the field-monitoring teams.
- (4) Issue self-protection monitoring equipment and instructions on usage to field-monitoring teams and other emergency response personnel, and collect same when no longer required.

- (5) Gather, analyze, and plot radiological data received from field-monitoring teams and other sources; disseminate such data to appropriate agencies in accordance the pertinent RPSOP and recommend protective actions to be taken.
- (6) Maintain operability of radiological instruments (in cooperation with the responsible State facility).
- (7) Monitor exposure records of field-monitoring personnel (based on dosimeter readings).
- (8) Prepare and maintain Radiological Protection Annex to the County EMP.
- (9) Prepare fallout forecast based on reported weather data.
- (10) Coordinate with State and adjacent jurisdictions on radiological matters.

c. Health Officer

- (1) Interpret radiological data reported to the EOC and recommend protective actions to be taken, and advise of the hazards and risks to emergency workers incurring exposure rates in excess of recommended guidelines.
- (2) Maintain exposure records on emergency response personnel and also monitor public exposure.
- (3) Provide for radiological monitoring and decontamination of personnel and equipment at shelters, mass-care facilities, and elsewhere as necessary.
- (4) Supervise environmental health activities to ensure the safety and protection of the citizens and environment
- (5) Assist in monitoring food, water, milk, livestock, and livestock feed for fallout contamination.

- (6) Assist in mass-care operations by providing sanitation control and routine medical services and supplies.
- (7) Perform other essential functions as defined in the Health Services Annex to the County EMP.

d. Law Enforcement

- (1) Provide personnel for radiological monitoring as necessary.
- (2) Provide mobile communications for field monitoring teams as necessary.
- (3) Assist with disseminating public information by means of mobile public address systems.
- (4) Perform other essential functions as defined in the Law Enforcement Annex to the County EMP.

e. Fire and Rescue

- (1) Provide personnel for radiological monitoring as necessary.
- (2) Provide mobile communications for field monitoring teams as necessary.
- (3) Assist with disseminating public information by means of mobile public address systems.
- (4) Assist with decontamination of equipment at shelters, mass-care facilities, and elsewhere as necessary
- (5) Provide trained personnel to assist with medical emergencies at shelters and mass-care facilities as necessary.
- (6) Perform other essential functions as defined in the Fire Services Annex to the County EMP.

- f. Radio Amateur Civil Emergency Services (RACES)
 - (1) Provide personnel for monitoring as necessary.
 - (2) Provide communications for field monitors to contact shelters, mass-care facilities, and County EOC.
 - (3) Provide alternate communications network between the County EOC, adjacent jurisdictions, and State EOC.
- g. Civil Air Patrol

Perform aerial radiological monitoring and damage-assessment surveys when authorized by the State EOC.
- h. Red Cross
 - (1) Manage and operate shelters and mass-care facilities.
 - (2) Provide expedient training for shelter managers.
 - (3) Maintain roster of trained shelter managers.
 - (4) Provide food, water, bedding, etc., for shelter occupants in cooperation with the County Board of Education.
 - (5) Perform other duties as defined in the Shelter and Mass Care Annex to the County EMP.
- i. County Roads
 - (1) Upgrade and mark existing shelters as necessary
 - (2) Construct expedient fallout shelters as necessary.
 - (3) Provide vehicles for transporting shelter supplies and stocks as necessary.

j. Public Information Officer

Prepare special emergency instructions for the public and coordinate the release of this information with the State PIO.

k. USDA Food and Agricultural Council

- (1) Provide field teams to monitor and assess agricultural condition.
- (2) Assist in decontamination.
- (3) Provide corrective recommendations.

l. Talbot County Board of Education

- (1) Provide monitors.
- (2) Provide transportation.
- (3) Assist in decontamination.

2. State

The State of Maryland, through MEMA, is responsible for providing assistance when requested to augment County response resources and operational functions. The State EOC will provide guidance and assistance in all matters pertaining to radiological protection, radiological-staff training, and maintenance and calibration of radiological monitoring instruments.

3. Federal

Request for federal assistance to FEMA will normally be coordinated through the State EOC. Since each military installation of the U.S. Department of Defense (DOD) operates its own radiological monitoring capability, the exchange of radiological information and requests for assistance may be directly coordinated between Talbot County and DOD installations within its environs in accordance with established mutual aid agreements.

4. Private

Certain private organizations located in Talbot County, such as public utilities, charities, etc., are considered as having emergency missions essential to the health, welfare, and safety of the local citizenry and continuity of government; therefore, they may be called upon as necessary for whatever special public services they are capable of providing.

V. ADMINISTRATION AND LOGISTICS

A. Equipment

1. The County EOC will maintain an equipment storage facility containing radiological instruments to be issued in accordance with the County RADEF plan.
2. MEMA, through its Radiological Instrument Maintenance and Calibration (RIM&C) Facility in Middle River, Maryland (phone 301-687-1646), will calibrate and service all radiological monitoring instruments issued to the County, as well as issue additional instruments upon request.

B. Reports and Records

1. All County agencies having RPS responsibilities in this Annex shall maintain reports and records pertinent to their respective organizations; these reports and records shall include:
 - a. Personnel exposure records.
 - b. Radiological readings.
 - c. Man hours extended.
 - d. Shelter and mass-care facility costs.
 - e. Other operational costs.
2. Each County agency shall submit required reports to its cognizant County and/or State officials, with information copies also forwarded to the Director, Talbot County Emergency Management Agency, 605 Port Street, Easton, Maryland 21601.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex to the County EMP is developed and maintained by the RDO on the radiological staff of the County EOC. All persons or agencies with operational responsibilities or functions delineated in this Annex are expected to develop and maintain appropriate procedures for performing their respective duties and to participate in all related training and exercises.

VII. ACRONYMS AND DEFINITIONS OF TERMS

A. Acronyms

ARM	-	Aerial Radiological Monitor
CAP	-	Civil Air Patrol
DOD	-	Department of Defense
EOC	-	Emergency Operating Center
EMP	-	Emergency Management Plan
FEMA	-	Federal Emergency Management Agency
MEMA	-	Maryland Emergency Management Agency
MR&A	-	Monitoring, Reporting, and Assessment
PIO	-	Public Information Officer
RACES	-	Radio Amateur Civil Emergency Service
RADEF	-	Radiological Defense
RDO	-	Radiological Defense Officer
RIM&C	-	Radiological Instrument Maintenance and Calibration
RM	-	Radiological Monitor
RPS	-	Radiological Protection System
RPSOP	-	Radiological Protection Standard Operating Procedure

RRT	-	Radiological Response Team
SPRM	-	Self-Protection Radiological Monitoring
SRM	-	Shelter Radiological Monitoring
TCEMA	-	Talbot County Emergency Management Agency

B. Definitions of Terms

See County Basic EMP.

VIII. AUTHORITIES AND REFERENCES

See County Basic EMP.

Talbot County
Emergency Operations Plan
Annex N
Appendix A
Training Standards for Normal and Surge Operations.

I. NORMAL OPERATIONS

Talbot County shall develop and maintain a capability to provide regular training for new personnel, provide refresher training for previously trained personnel, and train additional radiological monitors (RM's) and other radiological defense (RADEF) personnel during a crisis period. This training consists of:

A. Radiological Defense Officer (RDO) Training

The County shall have a cadre of RDO's. The principle RDO shall be responsible for the development, implementation, and maintenance of the County RADEF program. The RDO's shall be trained in accordance with current Federal Emergency Management Agency (FEMA) training guidance (e.g., TD-100, "Management Plan for Radiological Training Series"). Each RDO shall receive refresher training at least every two years.

1. Standard for Full Capability – There shall be a minimum of two RDO's assigned and trained in the County in order to provide continuous operation in an emergency.
2. Standard for Base Capability – The County shall have at least one trained RDO.

B. Radiological Response Team (RRT) Training

The County shall have a RRT which serves as a community based Radef cadre and as the core for development of a civil defense nuclear-attack survival and recovery capability. This cadre consists of members from the community emergency services, vital facilities, and essential industries. Trained and exercised on an on-going basis, this cadre forms a baseline RADEF capability during an increased readiness period. Assigned members shall be trained in accordance with current FEMA training guidance. Each member of the RRT shall receive refresher training at least once every two years.

1. Standard for Full Capability – A minimum of two individuals shall be assigned and trained from each of the County’s emergency services, vital facilities, and essential industries to serve as members of the RRT.
2. Standard for Base Capability – One individual from each of the County’s emergency services, vital facilities, and essential industries shall be assigned and trained to serve on the RRT.

C. Radiological Monitor (RM) Training

The County shall have a cadre of RM’s. Each RM shall receive training in accordance with current FEMA training guidance and undergo refresher training at least every two years.

1. Standard for Full Capability – A minimum of two RM’s shall be assigned and trained for each instrument set issued, including those issued to emergency services and shelters.
2. Standard for Base Capability – Two RM’s shall be assigned and trained for each instrument set issued to emergency services.

D. Aerial Radiological Monitor (ARM) Training

This is a State responsibility

E. Radiological Defense Instructors

Radiological Defense Instructors are necessary to train new RADEF personnel and provide refresher training to previously trained personnel. Instructors for FEMA-sponsored training programs are designated as Radiological Instructors I, II, and III, and shall meet the responsibilities and training requirements for the various instructor levels as described in current FEMA training guidance. Whenever possible, it is recommended that RADEF instructors be recruited from and be part of the RRT. Each instructor shall receive refresher training at least every two years.

1. Radiological Defense Instructor I (RM Instructor)

The County shall have a cadre of Instructors I to train RM’s for the emergency services monitoring capability and to provide surge training for shelter radiological monitors. These instructors shall meet the responsibilities and training requirements of current FEMA training guidance.

- a. Standard for Full Capability – There shall be a minimum of two RM Instructors (Instructors I) in the County. Each emergency service (i.e., police, fire, etc.) should have at least one RM instructor.
 - b. Standard for Base Capability – There shall be one RM Instructor in the County
- 2. Radiological Defense Instructor II (ARM Instructor)
 - 3. Radiological Defense Instructor III (RDO, RRT, M, and ARM Instructor)

This is a State responsibility

This is a State responsibility

II. Surge Operations

Procedures shall be developed and coordinated with the State to provide enhanced training for periods of rapid expansion during crisis situations. Two suggested methods for doing this are:

- A. Use existing RM's for fallout shelters and provide training based on the five videotape series VT-85, "Expedient Radiological Training", available from FEMA.
- B. Use existing RDO's, RRT's, and RM's to fill other vacancies as they occur, with on-the-job training given where necessary in order to meet expanded operational requirements.

Talbot County
Emergency Operations Plan
Annex N
Appendix B
Standards for Exercising Radiological Protection System

I. EXERCISING

Talbot County shall develop and train its entire emergency organization, including the EOC staff, to the point at which there is high confidence in their ability to conduct effective coordinated operations within the County and with other jurisdictions and levels of government.

The probability of demonstrating a total RADEF capability by experiencing a major peacetime emergency is low or non-existent. Therefore, any peacetime radiological incident or disaster that significantly affects the County could offer an opportunity to test the following activities:

- A. Implementation of the Radiological Protection Annex to the County EMP.
- B. Coordinated operations controlled from the County EOC.
- C. Coordination with other levels of government.
- D. County/State reporting system.
- E. Instrument distribution plan.

If a suitable peacetime emergency operation cannot be demonstrated based on experience, consider demonstrating this ability by successful participation in carefully planned and conducted tabletop, functional, and/or full-scale nuclear attack exercises.

II. STANDARDS

- A. Full Capability – The RADEF system shall be exercised at least once every four years.
- B. Base Capability – The RADEF system shall have been exercised at least once within the last four years.